

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE(S) 1 of 2
2. AMENDMENT/MODIFICATION NO. <b>43</b>		3. EFFECTIVE DATE See Blk 16c	4. REQUISITION/PURCHASE REQ. NO. See Blk 14 As Applicable	5. PROJECT NO. (If applicable)	
6. ISSUED BY NASA Goddard Space Flight Center Wallops Flight Facility Wallops Island, VA 23337			7. ADMINISTERED BY (If other than Item 6)		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  The Cube Corporation 45665 Willow Pond Plaza Sterling VA 20164			9A. AMENDMENT OF SOLICITATION NO.		
			9b. DATED (SEE ITEM 11)		
			10A. MODIFICATION OF CONTRACT/ORDER NO: NAS5-01080		
CODE:		FACILITY CODE:	10B. DATED (SEE ITEM 13): 07-26-01		

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [ ] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or a amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required) PC/BNC: BX/GFG**

TOTAL ESTIMATED COST: \$84,078,060.00 TOTAL CONTRACT FUNDING: \$25,967,617.00

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

( )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 42.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR 52.243-2 Changes – Cost Reimbursable
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor [ ] is not, [ X ] is required to sign this document and return 3 copies to be issued office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject mater where feasible.)**

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

- The purpose of this modification is to delete SOW 16.4 of the Statement of Work and revise Section J-1 to include the Surveillance Plan.

(Continued on page 2)

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Robert J. Cottman Contract Mgr.</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Pamela J. Taylor	
15B. CONTRACTOR/OFFEROR <i>[Signature]</i> (Signature of person authorized to sign)	15C. DATE SIGNED <i>10/31/02</i>	16B. UNITED STATES OF AMERICA BY <i>Pamela J. Taylor</i> (Signature of Contracting Officer)	16C. DATE SIGNED <i>1 Nov 2002</i>

NSN 7540-01-152-8070

STANDARD FORM 30 (REV. 10-83)

*Joan*

Block 14 DESCRIPTION (Continued)

2. The following changes are made to the Statement of Work

**a. SOW #16**

The NASA requirement for Financial Services included as SOW 16.4 is deleted in its entirety.

**b. J-1, LIST OF ATTACHMENTS (GSFC 52.211-101) (Oct 1988)**

The Award Term/Fee Plan is deleted as J-12. The Surveillance Plan is added as J-12. This copy of the Surveillance Plan is the latest version, however, since the plan is dynamic, the most current version is found on the WIIMS at <http://wicserver/wiims/anonymous.html>.

3. Replacement pages are attached.
4. This change does not increase or decrease the target cost or target fee of the contract.
5. No other changes to the subject contract are made by issuance of this modification.
6. In consideration of the modification agreed herein as complete equitable adjustment for the Contractor's proposal Ser.#186 dated September 23, 2002, "proposal for adjustment", the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to the "proposals for adjustment."

SECTION M OF RFP5 12345-8629

EVALUATION FACTORS FOR AWARD

**J.1 LIST OF ATTACHMENTS (GSFC 52.211-101) (OCT 1988)**

The following attachments constitute part of this contract:

Attachment	Description	Date	No. of Pages
J-1	Statement of Work	7/26/01	182
J-2	SOW Appendix	7/26/01	59
J-3	Government Property	NA	18
J-4	Safety & Health Plan	(Phase-In)	
J-5	Wage Determinations(WDs)	5/29/00	8
J-6	IDIQ Pricing Schedule	12/14/01	6
J-7	Definitions	NA	9
J-8	Contract Work Breakdown Structure	5/21/01	9
J-9	Critical Positions	5/21/01	3
J-10	Security Classification	NA	2
J-11	Transition Plan	5/21/01	4
J-12	Surveillance Plan	9/25/02	4
	Most current information on the WIIMS at <a href="http://wicccserver/wiims/anonymous.html">http://wicccserver/wiims/anonymous.html</a>		

(End of Clause)  
(End of Section)

Modification 43  
October, 2002

**Wallops Institutional Consolidated Contract (WICC)**  
**Surveillance Plan at Indicator Level Metrics**

Sect.	Indicator Metric Description	Criteria	Good	Metric	Contract Goal	Likelihood	Consequence	Degree of Risk	Surveillance Methodology
		(within 6-month performance period)		Warning	Bad	(1,2,3,4,5)	(1,2,3,4)	(1,2,3,4)	
<b>INST. PROGRAM IMP. AND BUSINESS MANAGEMENT</b>									
1.1.1	IMS	Working modules delivered on schedule	> 95%	1	< 5%	2	3	3	Audit
1.1.2	IMS	Percentage of contract metrics in yellow	< 10%	10 to 20%	> 20%	C	3	3	
1.1.3	IMS	Percentage of contract metrics in red	< 2%	2% to 5%	> 5%	C	3	3	
1.1.4	IMS	Percentage of metrics remaining red over three periods	< 2%	2% to 5%	> 5%	C	3	3	
1.1.5	IMS	Number of minor NOVs	< 2%	2% to 5%	> 5%	C	3	3	
1.1.6	IMS	Timely submission of contract deliverables	< 2%	2% to 5%	> 5%	C	3	3	
1.2.1	Work Reception/Control	WIMIS Portal accessible	> 95%	90% to 95%	< 5%	C	3	3	Audit
1.2.2	Work Reception/Control	Work requests documented within 4 hours of receipt	> 98%	90 - 98%	< 2%	C	3	3	
1.2.3	Work Reception/Control	Routine requests responded to within 2 days	> 98%	90 - 98%	< 2%	C	3	3	
1.2.4	Work Reception/Control	Emergency request responded to within specified limits	> 98%	90 - 98%	< 2%	C	3	3	
1.3.1	Maintain Qualified Staff	maintain certification/training of personnel where applicable	100%	98% to 99%	< 1%	C	3	3	
1.3.2	Maintain Qualified Staff	Number of qualified critical personnel	> 95%	95 - 98%	< 5%	C	3	3	Sampling
<b>FAC. PLANNING, ENG. &amp; CONST. MANAGEMENT</b>									
2.1	Information and Documentation System	Number of Documents not properly filed, updated or errors	< 5	5-10	> 10	C	3	3	Audit
2.2	Engineering	Number of Findings late, over design budget, or change order errors	< 2	2 - 8	> 8	C	3	3	Audit
2.3	Construction Activities	Number of major construction errors findings, or customer complaints	< 2	2 - 5	> 5	C	3	3	Audit
2.4	Surveying	Number of late submissions, or errors found	< 3	3 - 6	> 6	C	3	3	Audit
2.5	Surveying	Number of reports not updated, or errors found	< 5	5 - 10	> 10	C	3	3	Audit
<b>FACILITIES OPERATIONS AND MAINTENANCE</b>									
3.1	Operations, Maintenance and Repair	Pls Completed/Pls Scheduled	> 90%	90 - 80	< 80	C	3	3	Audit
3.2	Operations, Maintenance and Repair	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	B	3	3	
3.3	Computerized Maintenance Management System (CMMS)	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	B	3	3	
3.4	Electrical Distribution	Outages/Eval. Period / Mission Critical Bldg	> 85%	85-86	< 85	C	1	1	Inspection
3.5	Electrical Distribution	Outages/Eval. Period / Mission Critical Bldg	> 85%	85-86	< 85	C	2	2	
3.6	Electrical Distribution	Hours to Respond/ Outage	> 85%	85-86	< 85	C	3	3	
3.7	Fire Detection	Outages/Eval. Period / Mission Critical Bldg	> 85%	85-86	< 85	C	2	2	
3.8	Energy Management and Control System (EMCS)	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	2	2	Sampling
3.9	Heating Ventilation and Air Conditioning (HVAC)	Outages / Eval. Period / Mission Critical Bldg	> 85%	85-86	< 85	A	2	1	Audit
3.10	Salvage	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	B	2	2	Inspection
3.11	Heavy Equipment, Lifts, Welding, Doors, Compressors and Salvage	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	1	1	Sampling
3.12	Heavy Equipment, Lifts, Welding, Doors, Compressors and Salvage	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	2	2	
3.13	Structural	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	3	3	
3.14	Steam Plant	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	3	3	Audit
3.15	Steam Plant	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	2	2	Sampling
3.16	Steam Plant	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	2	2	
3.17	Sewerage	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	4	4	
3.17	Water Supply	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	2	2	Audit
3.17	Water Supply	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	1	1	
3.12	Water Supply	Work Performed on Time IAW Requirements and Quality Standards	> 85%	85-86	< 85	C	2	2	Sampling

### Surveillance Plan at Indicator Level Metrics

	Water Supply	Work Performed on Time IAW Requirements and Quality Standards							
3.13									
4	CONSTRUCTION SERVICES (IDIQ)	>85%	85-86	<65%	2	C	3	3	
5	GROUNDMAINTENANCE SERVICES (IDIQ)								
6	CUSTODIAL SERVICES AND SOLID WASTE								
6.1	Buildings	Average Grade of Inspections	75 - 55	<55%	3	C	3	3	Audit
6.2	Restrooms	Average Grade of Inspections	75 - 55	<55%	1	C	4	2	Inspection
6.3	Floors	Average Grade of Inspections	75 - 55	<55%	1	C	2	2	Inspection

### Wallops Institutional Consolidated Contract (WICC) Surveillance Plan at Indicator Level Metrics

7.1	CHEMICAL AND BIOLOGICAL LABORATORY	Notice of Violations (NOVs)	Number of NOV's	2	2-3		2	C	3	3	Audit
7.2		Non customer services deficiencies	Deficiencies in number of test (%)	< 2%	2-5		2	C	3	3	Audit
7.3		Maintain Lab certification	Lab certified (1=y, 0=n)	1			2	C	3	3	Audit
7.4		Customer satisfaction	Net negative findings by inspections	-6	6-12		2	C	4	4	IMS
7.5		Critical NOV's (lines, jail, mission impact)	Any NOV's (1=y, 0=n)	0			2	B	2	1	Inspection
8	ENVIRONMENTAL MANAGEMENT										
9	OCCUPATIONAL MEDICINE										
9.1		Customer Satisfaction	Negative Findings (average grade)	> 3.5	3.5-3		3	D	3	4	IMS
9.2		Equipment (Critical)	Time Available (%)	> 90.5%	98.5-98		1	C	3	3	Audit
9.3		Government Feedback	Negative Findings	< 3	3-5		1	C	3	3	Audit
9.4		EAP Customer Service	Negative Findings (average grade)	> 3.5	3.5-3		3	D	3	4	IMS
9.5		Staff Credentials	Time Available (%)	> 95%	85-75		1	D	4	4	IMS
9.6		Licenses Required	Licenses (1=y, 0=n)	1			1	D	2	3	Audit
10	SECURITY SERVICES										
10.1		Rowing Patrol, Fixed posts & Perimeter Security	Personal staffing of required posts (%)	93%	92-86		2	C	2	2	Sampling
10.2		Vehicles in Operation	Vehicles/equip. operational as required (%)	> 93%	92-86		2	C	2	2	Sampling
10.3		Access Control	Accurate accountability/recording, badging (%)	93%	92-86		2	C	2	2	Sampling
10.4		Training	Training req. met (%)	> 93%	92-86		2	C	2	2	Sampling
10.5		Firearms/Weapons	Training req. met (%)	> 93%	92-86		1	C	3	3	Audit
10.6		Emergency Response	Equip/response times met (%)	> 93%	92-86		2	C	2	2	Sampling
10.7		Operation Procedures Plan	Continuous development of Standard Operating Procedures for all areas. Following guidelines of NASA/Navy, to plan, test, and quality assurance to assure best performance.	> 93%	92-86		2	C	3	3	Audit
10.8		Communications	Trained personnel, the ability to communicate with personnel and other agencies as needed.	> 93%	92-86		2	C	3	3	Audit
10.9		Locksmith	Trained, certified, bonded, knowledge of NASA/Navy procedures, all services/work requested performed in a timely manner.	> 93%	92-86		2	C	3	3	Audit
11	EMERGENCY SERVICES										
11.1		Emergency Response Crews for Mainbase and Island	Emergency response crews available 24/7 at both stations				1	D	2	2	Daily Report
11.2		Emergency Response Equipment available for Mainbase and Island	Availability of emergency response equipment(F=1, F=0)	1			2	B	3	2	Daily Report
11.3		Response will be timely	Response crews will be dispatched in a timely manner(avg. 2 mins.)	2.00	2.00 to 2.15		2	E	3	4	IMS
11.4		Airport surveys	Airport operating surfaces are inspected and lights checked(F=1, F=0)	1			2	D	3	4	IMS
11.5		Fire prevention inspections	Inspections of all government buildings focusing on fire prevention and preservation of life safety features(%)	> 90%	81 to 89%		1	D	4	4	IMS
11.6		Fire drills	Perform drills of all routinely occupied government buildings to demonstrate the fire alarm system and egress through exits(%)	> 90%	81 to 89%		1	D	4	4	IMS
12	TELECOMMUNICATIONS AND ENGINEERING (60 contract requirements)										
12.1		Telephone Systems Support	TSR's accomplished within 2 working days of receipt	> 90	89		2	C	3	3	Audit
12.2		Telecommunication Engineering Support	TSR's accomplished within 3 working days of receipt	> 90	89		2	C	3	3	Audit
12.3		Database Management	Update databases within 1 business day of work completion	> 95	94-91		2	C	3	3	Audit
12.4		Equipment Maintenance	Number of incidents with no backup equipment will be 0	0	1		2	C	3	3	Audit

# Wallops Institutional Consolidated Contract (WICC) Surveillance Plan at Indicator Level Metrics

INFORMATION RESOURCE MANAGEMENT SERVICES (IDIQ)										
TECHNICAL SERVICES (34 contract requirements)										
14.1	Technical Services Administrative Support (14.2a)	Final product completed on time and returned no more than once for corrections.	> 90	81-89	> 90	3	C	3	3	Audit
14.2	Record minutes of Government Meetings (14.2b)	Minutes sent electronically to customer within 48 hours of meeting.	> 90	81-89	> 90	3	C	3	3	Audit
14.3	Trained facilitator for TOL (14.2e)	Provided within 48 hours of receiving a request by the CO	> 90	81-89	> 90	4	C	3	3	Audit
14.4	Duplicating Services	Meets customer's agreed-to deadline requirements.	> 90	81-89	> 90	5	D	4	4	IMS
14.5	Graphics Services	Meets customer's agreed-to deadline requirements.	> 90	81-89	> 90	3	C	3	3	Audit
14.6	Mail Services	Incoming and outgoing accountable mail processed the same day.	> 90	81-89	> 90	2	C	3	3	Audit
LOGISTICS (139 contract requirements)										
15.1	Supply and support operations	Requisitions filed within 3 working days	> 95 %	95 - 80	> 95 %	2	C	3	3	Audit
15.2	Inventory management	Variances less than 10% in count and value. Handle HAZMAT in a timely manner with proper documentation.	> 95 %	95 - 90	> 95 %	3	B	3	2	Sampling
15.3	Hazardous materials management	Provide support in a timely manner.	> 95 %	95 - 90	> 95 %	1	B	3	2	Sampling
15.4	Research, Cataloging, Purchasing and Acquisition	Receipts processed in accordance IAW established time.	> 95 %	95 - 90	> 95 %	3	C	3	3	Audit
15.5	Receiving	Activities accomplished in a timely manner, and properly documented.	> 95 %	95 - 90	> 95 %	3	B	2	2	Sampling
15.6	Garage Operations	Perform motor pool operations in a timely and responsive manner.	> 95 %	95 - 90	> 95 %	2	D	3	4	IMS
15.7	Dispatch Operations/ Motor Pool		> 95 %	95 - 90	> 95 %	3	C	3	3	Audit
15.8	Dispatch Operations/Material Pick-up and Delivery	Materials delivered IAW established time frames. Tagged and entered into NEMS within 4 days of receipt notification.	> 95 %	95 - 90	> 95 %	2	C	3	3	Audit
15.9	Tagging Equipment and Data Entry	IAW NHB 4200.1	> 95 %	95 - 90	> 95 %	2	C	3	3	Audit
15.10	Physical Inventory (NASA)	IAW applicable Navy regulations.	> 95 %	95 - 90	> 95 %	2	C	3	3	Audit
15.11	Physical Inventory (Navy)		> 95 %	95 - 90	> 95 %	2	C	4	4	IMS
15.12	Pick-up and Warehousing of Excess Property at WFF	Picked-up and warehoused IAW established time.	> 95 %	95 - 85	> 95 %	3	C	3	3	Audit
15.13	Disk Cleaning	Provide these services in a timely manner.	> 95 %	95 - 80	> 95 %	3	C	3	3	Audit
15.14	Inactive/Active Equipment	Enter data accurately and in a timely manner.	> 95 %	95 - 80	> 95 %	2	C	3	3	Audit
15.15	Administrative Support Services	Provide accurate data in a timely manner.	> 95 %	95 - 80	> 95 %	2	C	3	3	Audit
15.16	Records Management	Accurate logs and files for records and records transactions.	> 95 %	95 - 90	> 95 %	3	C	3	3	Audit
15.17	Forms Management	Inventory and distribute forms in a timely and accurate manner.	> 95 %	95 - 90	> 95 %	3	C	4	4	IMS
FINANCIAL RESOURCES MANAGEMENT (88 contract requirements)										
16.1	Budget Formulation	Actions/Reports/Services are timely and accurate and in accordance with the most current regulation.	< 5	5 - 7	< 5	3	C	3	3	Audit
16.2	Budget Execution	Actions/Reports/Services are timely and accurate and in accordance with the most current regulation.	< 5	5 - 7	< 5	3	C	3	3	Audit
16.3	Financial Management Systems	Quality Assurance, Recommendations, Research and Testing are completed in a timely manner that reflects analysis and conclusions	< 2	2 - 3	< 2	3	C	3	3	Audit

## Contract Goals

- 1 Safety, Health and Environmental Leadership
- 2 Base operations for Partnership Missions
- 3 Customer satisfaction
- 4 Expand capability and flexibility
- 5 Best value effectiveness

## **16.0 FINANCIAL RESOURCES MANAGEMENT SUPPORT SERVICES**

**16.1 Introduction:** Sections 16.1 through 16.3 are in support of Navy

**NOTE:** SOW 16.4 is deleted in its entirety.

Assure all data entry, reports and information shall be in accordance with the most current:

- (1) Defense Financial Management Regulations (DFMRs)
- (2) Office of the Assistant Secretary of the Navy (ASN) Financial Management and Comptroller (FM&C) Office of Budget Guidance
- (3) Government Accounting Office (GAO) Standards
- (4) Navy Comptroller Financial Manuals
- (5) Defense Planning, Programming and Budgeting System (PPBS)
- (6) Department of Defense (DoD) Payroll Standards, Policies and Procedures
- (7) Federal Appropriation Laws
- (8) Department of Defense (DoD) Naval Supply (NAVSUP) Standards, Policies and Procedures
- (9) Prompt Payment Act
- (10) JFTR
- (11) PSD's (Personnel Support Detachments)

In order to keep abreast of the changes to the above list, as well as other changes in the area of Financial Management, contractor shall maintain Government and Contractor internal and external points of contact.

Documentation/flowcharting and updating of financial management processes is essential to the Navy and the Navy expects and encourages the contractor to identify and recommend any area(s) for improvement either orally or in writing.

### **16.2 Budget Formulation**

**(Category 1)**

**A. Introduction:** Budget formulation encompasses all aspects of financial planning using analysis, assumptions and forecasting. Past trends, current knowledge and long range planning are essential in maintaining financial excellence.

Currently, the Navy uses an automated internal memorandum of accounting Financial Information and Reporting System (FIRST) to gather and capture financial data

**Requirement:** The Contractor shall:

Modification 43  
October, 2002



- a. Provide historical expenditures and financial trend reports on a quarterly (no later than the 15th day following the end of the quarter) or on an as needed basis. The Contractor shall provide reports sorted by fiscal years; appropriations; categories; departments; combination of; or as requested.
- b. Maintain and provide expenditure histories and financial trend analysis by various sorts both numerically and graphically; review expenditure histories and conduct trend analysis for deviations/variances, provide justifications for deviations/variances and reports/information in various formats (paragraphs, spreadsheets, presentations, graphs, etc.) orally or written and assist with gathering current and out year financial requirements as directed.
- c. Assist with compiling budget requirements, justifications, and the flowcharting budget formulation processes. Provide in various formats (paragraphs, spreadsheets, presentations, graphs, etc.) as directed. Navy's costs shall be provided monthly at the customer level, i.e., JON, for both baseline and IDIQ work balancing to the monthly 533 report.
- d. Identify and recommend areas for improvement either orally or in writing and maintain Government and contractor internal and external points of contact and provide upon request.

**Standard:** Reports shall be in accordance with specified requirements, accurate, reflect analysis and conclusions; if written, be clear and concise; and clearly communicated to customers. All reports shall be submitted on time.

### **16.3 Budget Execution**

**(Category 1 & 2)**

**Introduction:** Budget execution incorporates the necessary tools to accomplish all fiscal responsibilities and allow management to make sound financial decisions throughout any given fiscal year.

Currently, the Department of the Navy (DON) uses the Defense Finance and Accounting Service's (DFAS) Standard Accounting and Reporting Systems (STARS), the Navy uses FIRST to gather, capture and report financial data.

FIRST provides up to date and current information, allowing managers to keep abreast of their financial posture, make sound financial decisions, re-allocate funds and request additional funds.

Modification 43  
October, 2002

**Requirement:** The Contractor shall:

- a. a. Adhere to reconciliation schedules as agreed to between the Navy and the Contractor; reconcile commitments, obligations and expenditures between the automated internal memorandum of accounting system and DFAS's Standard Accounting and Reporting Systems in accordance with due dates or as requested. Research and correct discrepancies or submit correction(s) to DFAS after reconciliation processes on an as needed basis.
    - x. Assure all data entry, reports and reconciliation are accurate and free of errors; and bottom line totals of reconciliation match.
  - b. Print, verify accuracy and file the Command Operating Budget Report daily and provide as requested; enter all allocations, reprogrammings, commitments, obligations, receipts and expenditures in the automated internal memorandum of accounting system daily or as requested, and recommend allocation changes when the need is identified.
  - c. Provide status of funds for all active years and appropriations numerically and graphically
  - d. Provide expenditures and expenditure rates for all active years and appropriations numerically and graphically
  - e. Validate outstanding commitments, obligations and expenditures for all active years and appropriations
  - f. Make necessary adjustments to the automated internal memorandum of accounting system and provide information to Government personnel for adjustment in DFAS's Standard Accounting and Reporting System on a daily basis or as requested.
  - g. Reconcile prompt payments with DFAS's One Bill Pay System
  - h. Reconcile commitments, obligations, costs and expenditures between the Navy's automated and NASA's internal memorandum of accounting systems monthly or on an as needed basis and research and correct discrepancies or submit correction(s) to NASA after reconciliation processes.
  - i. Develop and maintain matrix of DFAS and NASA discrepancies and the Navy's corrections monthly or on an as needed basis
- Modification 43  
October, 2002
- j. Assist in researching unmatched disbursements or negative unliquidated obligations (NULOs) as requested

k. Assist with gathering data and compiling information in response to data calls on an as needed basis as directed

l. Coordinate and assist in preparation of financial workshops as directed

m. Receive and estimate travel requests; research, interpret and provide guidance and assistance to all travelers; and review vouchers for submittal to PSD. Review accuracy of processed voucher and provide copies to traveler.

n. Identify and recommend areas for improvement either orally or in writing; maintain Government and contractor internal and external points of contact and provide upon request; and prepare flowchart budget execution processes as directed.

**Standard:** Reports are accurate, reflect analysis and conclusions; if written, be clear and concise; and clearly communicated to customers. All documentation is submitted on time and in proper format.

### **16.3 Financial Management Systems**

**(Category 1 & 2)**

**Introduction:** Financial Management Systems support include recommendations for the development, maintenance, modifications, integration and training of the internal memorandum of accounting.

The Navy's current automated internal memorandum accounting system is Financial Information and Reporting System (FIRST). FIRST is extremely critical during downtime of the Defense Finance and Accounting Service's (DFAS) Standard Accounting and Reporting Systems (STARS). FIRST keeps the Command apprised of commitments, obligations, expenditures and remaining balances.

**Requirement:** The Contractor shall:

a. Recommend and assist in defining specifications and submit new requirements and modifications to Navy for programming as requested

Modification 43  
October, 2002

b. Serves as liaison between the Navy and the FIRST programmer supporting the financial management system on an as needed basis as requested and prepares flowchart financial systems processes as directed.

c. Continually monitor automated internal memorandum system for process improvements and provide written recommendations

**Standard:** Documentation is accurate and submitted in a timely basis in accordance with requirements.

All reports, recommendations, information shall be in accordance with the standards of the Navy IRMD requirements stated above.

Modification 43

October, 2002

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE(S) 1 of 2
2. AMENDMENT/MODIFICATION NO. <b>44</b>		3. EFFECTIVE DATE See Blk 16c		4. REQUISITION/PURCHASE REQ. NO. See Blk 14 As Applicable	
5. PROJECT NO. (If applicable)					
6. ISSUED BY NASA Goddard Space Flight Center Wallops Flight Facility Wallops Island, VA 23337			7. ADMINISTERED BY (If other than Item 6)		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  The Cube Corporation 45665 Willow Pond Plaza Sterling VA 20164			9A. AMENDMENT OF SOLICITATION NO.  9b. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO: NAS5-01080 10B. DATED (SEE ITEM 13): 07-26-01		
CODE:		FACILITY CODE:		X	

# 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [ ] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or a amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) PC/BNC: BX/GBX  
TOTAL ESTIMATED COST: \$84,078,060.00 TOTAL CONTRACT FUNDING: \$25,886,737.00

# 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

( )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 42.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral 52.232-22 Limitation of Funds (APR 1984)

E. IMPORTANT: Contractor [ X ] is not, [ ] is required to sign this document and return \_\_\_\_\_ copies to be issued office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject mater where feasible.)  
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

1. The purpose of this modification is to provide incremental funding for the subject contract.

(Continued on page 2)

15A. NAME AND TITLED OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Pamela J. Taylor	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY <i>Pamela J. Taylor</i> (Signature of Contracting Officer)	16C. DATE SIGNED 31 Oct 2002

Joan

Block 14 DESCRIPTION (Continued)

2. Under Clause B.9 CONTRACT FUNDING (NFS 1852.232-81) revise contract funding as follows:

**BASELINE:**

a. The total amount allotted for payment of cost is revised as follows:

From: \$15,295,663.56                      By: \$00.00                      To: \$15,295,663.56

b. The total amount allotted for fee is revised as follows:

From: 890,223.80                      By: \$00.00                      To: \$890,223.80

**IDIQ:**

a. The total amount allotted for payment of cost is revised as follows:

From: \$9,243,715.78                      By: (\$76,431.60)                      To: \$9,167,284.18

b. The total amount allotted for fee is revised as follows:

From: \$538,013.86                      By: (\$4,448.40)                      To: \$533,565.46

c. The total amount allotted for payment of cost and fee is as follows:

From: \$25,967,617.00                      By: (\$80,880.00)                      To: \$25,886,737.00

Total amount of funds obligated per this modification is (\$80,880.00).

The period of performance covered by the allotted funding is 09/01/01 through approximately 01/01/2003.

3. ACCOUNTING AND APPROPRIATION DATA

**DE OBLIGATE**  
Incremental Funding

**IDIQ:**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
228-51615-000B(2P)	228-029-05-01-02	802/30110(02)	A701	22-2540	\$68,220.00	04-30-2002
228-51597-000G(2C)	228-4869-1-37-01	801/30112(01)		22-2550	\$ 5,000.00	02-01-2001
228-51597-000C(2P)	228-4869-1-37-01	801/30112(01)		22-2550	\$ 185.00	02-01-2001
228-51597-000F(2P)	228-4868-1-37-01	801/30112(01)		22-2550	\$ 3,035.00	02-01-2001
228-51613-000B(2P)	228-4868-1-37-01	801/30112(01)		22-2550	\$ 4,440.00	02-20-2002

4. No other changes to the subject contract are made by issuance of this modification.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE(S) 1 of 3
2. AMENDMENT/MODIFICATION NO. <b>45</b>		3. EFFECTIVE DATE See Blk 16c		4. REQUISITION/PURCHASE REQ. NO. See Blk 14 As Applicable	5. PROJECT NO. (If applicable)
JED BY NASA Goddard Space Flight Center Wallops Flight Facility Wallops Island, VA 23337				7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  The Cube Corporation 45665 Willow Pond Plaza Sterling VA 20164				( )	9A. AMENDMENT OF SOLICITATION NO.
					9b. DATED (SEE ITEM 11)
				X	10A. MODIFICATION OF CONTRACT/ORDER NO: NAS5-01080
CODE:		FACILITY CODE:		10B. DATED (SEE ITEM 13): 07-26-01	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

( ) The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ( ) is extended, ( ) is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or a amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required) PC/BNC: BX/GBX**

TOTAL ESTIMATED COST: \$84,078,060.00 TOTAL CONTRACT FUNDING: \$27,633,791.00

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

( )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 42.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral 52.232-22 Limitation of Funds (APR 1984)

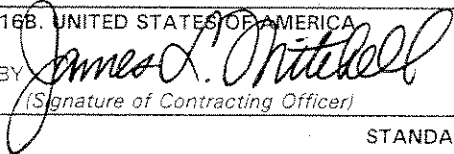
**E. IMPORTANT:** Contractor ( X ) is not, ( ) is required to sign this document and return \_\_\_\_\_ copies to be issued office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject mater where feasible.)**

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

- The purpose of this modification is to provide incremental funding for the subject contract.

(Continued on page 2)

15A. NAME AND TITLED OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) James L. Mitchell	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY 	16C. DATE SIGNED 11/19/02
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

STANDARD FORM 30 (REV. 10-83)

*file*

Block 14 DESCRIPTION (Continued)

2. Under Clause B.9 CONTRACT FUNDING (NFS 1852.232-81) revise contract funding as follows:

**BASELINE:**

a. The total amount allotted for payment of cost is revised as follows:

From: \$15,295,663.56                      By: \$1,516,725.00                      To: \$16,812,388.56

b. The total amount allotted for fee is revised as follows:

From: \$890,223.80                      By: \$88,275.00                      To: \$978,498.80

**IDIQ:**

a. The total amount allotted for payment of cost is revised as follows:

From: \$9,167,284.18                      By: \$134,241.03                      To: \$9,301,525.21

b. The total amount allotted for fee is revised as follows:

From: \$533,565.46                      By: \$7,812.97                      To: \$541,378.43

c. The total amount allotted for payment of cost and fee is as follows:

From: \$25,886,737.00                      By: \$1,747,054.00                      To: \$27,633,791.00

Total amount of funds obligated per this modification is \$1,747,054.00.

The period of performance covered by the allotted funding is 09/01/01 through approximately 01/24/2003.

3. ACCOUNTING AND APPROPRIATION DATA

**OBLIGATE**

Incremental Funding

**Baseline:**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
228-01736-000A(1C)	228-029-03-01-02	803/40110(03)	A501	22-2550	\$45,000.00	2
228-01736-000C(1C)	228-029-03-01-02	803/40110(03)	A501	22-2550	\$45,000.00	2
228-01783-000A(1C)	228-029-04-01-02	803/40110(03)	A501	22-2540	\$350,000.00	3
228-01783-000C(1C)	228-029-07-01-01	803/40110(03)	A501	22-2540	\$60,000.00	6
228-01784-000A(1C)	205-039-12-03-24	803/40110(03)	A501	22-2590	\$50,000.00	7
228-01784-000B(1C)	205-039-12-03-20	803/40110(03)	A501	22-2590	\$115,000.00	8
228-01785-000A(1C)	205-010-06-01-20	803/40110(03)	A501	22-2590	\$50,000.00	9
228-01785-000B(1C)	205-020-09-02-11	803/40110(03)	A501	22-2590	\$160,000.00	10



**Baseline: (Continued)**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
228-01785-000C(1C)	296-010-03-06-05	803/40110(03)	A501	22-2590	\$35,000.00	12
228-01785-000D(1C)	293-010-07-01-21	803/40110(03)	A501	22-2590	\$5,000.00	14
228-01785-000E(1C)	233-010-04-03-20	803/40110(03)	A501	22-2590	\$330,000.00	15
228-01785-000F(1C)	228-029-04-01-02	803/40110(03)	A501	22-2540	\$300,000.00	3
228-01785-000G(1C)	228-029-07-01-01	803/40110(03)	A501	22-2540	\$60,000.00	6

**IDIQ:**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
205-01301-000A(1C)	205-020-09-02-11	802/30110(03)	A501	20-2590	\$50,000.00	10-01-2003
228-01783-000B(1C)	228-029-04-02-01	803/40110(03)	A501	22-2540	\$30,000.00	05-02-2003
228-01783-000B(1C)	228-029-04-02-01	803/40110(03)	A501	22-2540	\$10,000.00	05-04-2003
228-01783-000B(1C)	228-029-04-02-01	803/40110(03)	A501	22-2540	\$10,000.00	05-05-2003
228-01783-000B(1C)	228-029-04-02-01	803/40110(03)	A501	22-2540	\$5,000.00	05-06-2003
228-01736-000B(1C)	228-029-03-01-03	803/40110(03)	A501	22-2550	\$5,850.00	02-06-2003
228-01736-000B(1C)	228-029-03-01-03	803/40110(03)	A501	22-2550	\$10,000.00	02-07-2003
820-11139-000A(1C)	820-353-87-01-10	802/30110(02)	A502	82-2590	\$7,500.00	04-13-2003
840-11239-000A(1C)	428-5999-2-44-52	80X0110(02)		42-2529	\$13,413.00	04-18-2003
1239-000A(1C)	428-5999-2-44-52	80X0110(02)		42-2529	\$291.00	04-19-2003

4. No other changes to the subject contract are made by issuance of this modification.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE(S) 1 of 3
2. AMENDMENT/MODIFICATION NO. <b>46</b>	3. EFFECTIVE DATE See Blk 16c	4. REQUISITION/PURCHASE REQ. NO. See Blk 14 As Applicable	5. PROJECT NO. (If applicable)		
6. ISSUED BY NASA Goddard Space Flight Center Wallops Flight Facility Wallops Island, VA 23337			7. ADMINISTERED BY (If other than Item 6)		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  The Cube Corporation 45665 Willow Pond Plaza Sterling VA 20164			( )	9A. AMENDMENT OF SOLICITATION NO.	
				9b. DATED (SEE ITEM 11)	
			X	10A. MODIFICATION OF CONTRACT/ORDER NO: NAS5-01080	
			10B. DATED (SEE ITEM 13): 07-26-01		
CODE:		FACILITY CODE:			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or a amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required) PC/BNC: BX/GBX					
FAL ESTIMATED COST: \$84,078,060.00 TOTAL CONTRACT FUNDING: \$28,383,378.00					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
( )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 42.103(b).				
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
X	D. OTHER (Specify type of modification and authority) Unilateral 52.232-22 Limitation of Funds (APR 1984)				
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to be issued office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
1. The purpose of this modification is to provide incremental funding for the subject contract.					
(Continued on page 2)					
15A. NAME AND TITLED OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			James L. Mitchell		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
Signature of person authorized to sign /540-01-152-8070				BY <u>James L. Mitchell</u> (Signature of Contracting Officer)	
				16C. DATE SIGNED 12/5/02	
STANDARD FORM 30 (REV. 10-83)					

Block 14 DESCRIPTION (Continued)

2. Under Clause B.9 CONTRACT FUNDING (NFS 1852.232-81) revise contract funding as follows:

**BASELINE:**

a. The total amount allotted for payment of cost is revised as follows:

From: \$16,812,388.56                      By: \$541,589.90                      To: \$17,353,978.46

b. The total amount allotted for fee is revised as follows:

From: \$978,498.80                      By: \$31,521.10                      To: \$1,010,019.90

**IDIQ:**

a. The total amount allotted for payment of cost is revised as follows:

From: \$9,301,525.21                      By: \$166,769.82                      To: \$9,468,295.03

b. The total amount allotted for fee is revised as follows:

From: \$541,378.43                      By: \$9,706.18                      To: \$551,084.61

c. The total amount allotted for payment of cost and fee is as follows:

From: \$27,633,791.00                      By: \$749,587.00                      To: \$28,383,378.00

Total amount of funds obligated per this modification is \$749,587.00.

The period of performance covered by the allotted funding is 09/01/01 through approximately 02/02/2003.

3. ACCOUNTING AND APPROPRIATION DATA

**OBLIGATE**

Incremental Funding

**Baseline:**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
200-01117-000D(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$15,000.00	6
200-01117-000E(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$120,000.00	10
200-01117-000F(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$10,000.00	12
200-01117-000G(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$35,000.00	14
200-01117-000H(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$50,000.00	15
200-01117-000I(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$20,000.00	16

**Baseline: (Con't)**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
803-10989-000A(1C)	803-029-09-03-01	803/40110(03)	A501	80-2590	\$325,000.00	11

**IDIQ:**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
228-01785-000H(1C)	228-029-04-02-01	803/40110(03)	A501	22-2540	\$25,000.00	05-02-2003
228-01785-000H(1C)	228-029-04-02-01	803/40110(03)	A501	22-2540	\$15,000.00	05-04-2003
228-01785-000H(1C)	228-029-04-02-01	803/40110(03)	A501	22-2540	\$15,000.00	05-05-2003
200-01117-000A(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$2,673.00	02-02-2003
200-01117-000A(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$2,162.00	02-03-2003
200-01117-000B(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$30,000.00	04-04-2003
200-01117-000C(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$7,000.00	05-01-2003
200-01117-000G(1C)	204-771-51-21-21	802/30110(02)	A585	22-2550	\$1,321.00	14-02-2003
228-01740-000A(1C)	228-9260-2-40-01	802/40112(02)		22-2550	\$48,320.00	02-08-2003
820-11142-000A(1C)	820-353-87-01-10	802/30110(02)	A504	82-2590	\$30,000.00	04-20-2003

**MOD OBLIGATE:**

**Baseline:**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW</u>	<u>MOD</u>
200-50873-003E(2P)	204-771-50-50-21	802/30110(02)	A585	22-2550	\$620.00	7	37
200-50776-005D(2P)	204-771-50-24-23	802/30110(02)	A585	22-2550	\$1,073.00	7	37
200-50795-001A(2P)	204-771-50-74-23	802/30110(02)	A200	20-2349	\$196.00	7	40

4. No other changes to the subject contract are made by issuance of this modification.

# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

CONTRACT ID CODE

PAGE(S)  
1 of 2

2. AMENDMENT/MODIFICATION NO. <b>47</b>	3. EFFECTIVE DATE See Blk 16c	4. REQUISITION/PURCHASE REQ. NO. See Blk 14 As Applicable	5. PROJECT NO. (If applicable)
--	----------------------------------	--	--------------------------------

6. ISSUED BY NASA Goddard Space Flight Center Wallops Flight Facility Wallops Island, VA 23337	7. ADMINISTERED BY (If other than Item 6)
--	---

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  The Cube Corporation 45665 Willow Pond Plaza Sterling VA 20164	( )	9A. AMENDMENT OF SOLICITATION NO.
		9b. DATED (SEE ITEM 11)
	X	10A. MODIFICATION OF CONTRACT/ORDER NO: NAS5-01080
		10B. DATED (SEE ITEM 13): 07-26-01

CODE: FACILITY CODE:

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [ ] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or a amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) PC/BNC: BX/GFG  
TOTAL ESTIMATED COST: \$84,078,060.00 TOTAL CONTRACT FUNDING: \$28,383,378.00

## 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

( )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 42.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF FAR 52.243-2 Changes - Cost Reimbursable
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor [ ] is not, [ X ] is required to sign this document and return 3 copies to be issued office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

1. The purpose of this modification is to revise the following contract clauses and statements of work:

(Continued on page 2)

15A. NAME AND TITLED OF SIGNER (Type or print) <i>Robert J. Hoffman</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Pamela J. Taylor
15B. CONTRACTOR/OFFEROR <i>[Signature]</i> (Signature of person authorized to sign)	15C. DATE SIGNED 12/20/02
16B. UNITED STATES OF AMERICA BY <i>Pamela J. Taylor</i> (Signature of Contracting Officer)	16C. DATE SIGNED 20 Dec 2002

NSN 7540-01-152-8070

STANDARD FORM 30 (REV. 10-83)

Block 14 DESCRIPTION (Continued)

2. The following changes are made to the contract clauses:

**a. G.7, Award Term/Fee**

This revision describes more accurately the award term process.

**b. H.13, Task Ordering Procedure**

This revision clarifies the various levels of the task orders by adding Table 1.

**c. G.12, Contractor Acquired Government Property—Quarterly Reporting (GSFC 52.245-93)(Oct 2000)**

In Modification 26, the title for Clause G.12 was listed incorrectly. The correct title is:  
“CONTRACTOR ACQUIRED GOVERNMENT PROPERTY—QUARTERLY REPORTING  
(GSFC 52.245-93)(OCT 2000)”

The body of the clause has not changed. Suggest Pen and Ink change.

3. The following changes are made to the Statements of Work:

**a. SOW 3, Operations and Maintenance**

The refuel function (except the maintenance requirement) is moved from Baseline SOW 3 to Baseline Sow 15. The maintenance function remains in Baseline SOW 3.

**b. SOW 15, Logistics**

The refuel function is moved to Baseline SOW 15.13 (except the maintenance requirement).

4. Replacement pages are attached.

5. This change does not increase or decrease the target cost or target fee of the contract.

6. No other changes to the subject contract are made by issuance of this modification.

7. In consideration of the modification agreed herein as complete and equitable adjustment, the Contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to these “proposals for adjustment.”

### 3.0 FACILITIES OPERATIONS AND MAINTENANCE

#### 3.1 General Information

The Contractor shall provide broad and comprehensive support in facilities operation and maintenance basic requirements.

Open flame work will not be permitted unless the Contractor obtains prior clearances from the Emergency Services Section or the Fire Prevention Inspector.

All work shall be accomplished at the Wallops Flight Facility, Wallops Island, VA, inclusive of the Main Base, Island, and Tenant facilities located on or adjacent to these locations. The Island includes the Mainland connected by the Causeway. Temporary assignments at remotely located worldwide sites may also be required.

The Contractor shall supply all parts, components, and materials/supplies in the execution of the requirements of this section of the SOW. The items supplied shall be new or factory reconditioned parts and components. All replacement units, parts, components and materials/supplies used in the performance of the requirements shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications; and shall comply with the applicable contract specifications. All mechanical parts procured for use at WFF shall adhere to NASA Management Instruction 5320.7, *Basic Policy for Mechanical Parts Control*, which establishes the policy for controlling the selection, testing, and tractability of mechanical parts. As a minimum, the following part types are considered under the provisions of this instruction: bearings, washers, rivets, rings, spacers, studs, pins, valves, springs, and threaded fastening devices. Parts and components, once installed in the Government facility, become Government property. Items not listed in the technical specifications shall be of acceptable industrial grade and quality. If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality. The Contractor shall retain the parts replaced for at least 10 working days after completion of the job and make these parts readily available for inspection by the Contracting Officer upon request. The Contractor shall obtain and maintain manufacturer's operating instructions and maintenance manuals on all new equipment installed by the Contractor. These documents shall become property of the Government and shall be turned into the Contracting Officer within five working days after completion or termination of the contract.

#### 3.2 General Requirements

##### 3.2.1 Operations, Maintenance & Repair

**Introduction:** This section of the contract includes but is not limited to the operation, maintenance, and repair of all facilities and equipment, including but not limited to air conditioning/refrigeration, ground water remediation, utility services, electrical distribution systems, central steam generating, water and wastewater plants, and all their connecting distribution systems; independent boilers and furnaces; all equipment and personnel elevators and lifting devices; and obstruction lights. In accordance with clause B.2, repair or replacement of any collateral equipment with unit costs greater than \$5K in value will be purchased by the Government.

**Modification 47**  
**December, 2002**

Within ten calendar days following award of this contract, the CO will provide the Contractor with a list of Facility Operations Managers (FOM).

**Requirement:** The Contractor shall furnish all labor, supervision, tools, materials, incidental engineering, transportation, and management necessary for the operations, maintenance, and repair of buildings and structures, related systems and equipment, and for the provision of other miscellaneous services issued under task orders. This requirement shall include, but not be limited to the following:

Perform PM and PT&I in accordance with existing requirements specified in the CMMS. Within 120 days of contract startup the Contractor shall propose any changes in the existing schedules to the CO for approval.

Implement all necessary work control procedures to receive, record, and ensure timely processing of work requirements, as well as to permit tracking of work in progress.

Plan, estimate, and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards.

Assure all requests are logged daily and entered into the CMMS. Service Requests must be approved by the CO prior to implementation.

Schedule and arrange work so as to cause the least interference with normal occurrence of WFF business and mission, particularly, in areas critical to mission support activities. Only in cases involving the threat of personal injury or equipment failure, shall equipment in mission critical areas be shut down without prior approval of the CO. Whenever such emergencies occur, the CO shall be notified immediately. The Contractor shall notify the FOM of any work to be performed in a building under the manager's control that would tend to disrupt the conduct of normal Government business. The Contractor shall notify the FOM at least two working days in advance of such scheduled work. Notification shall include the location of the work, type of work to be done, and the estimated completion date. The Contractor shall reschedule any work that the CO deems necessary to avoid unacceptable disruptions in the Government's business.

Provide verbal status reports when requested by the CO. The status of any item of work must be provided within one hour of the inquiry during regular working hours, and within three hours after regular working hours.

Record in the CMMS database all work accomplished including a descriptive narrative and labor hours, material used and its cost, and completion date.

The Contractor's Quality Control (QC) Plan shall reflect and incorporate the quality processes and quality management practices submitted in the technical proposal. For Navy facilities establish, implement and maintain a proactive quality control program that includes the Navy inspection standard MO 322.



Regardless of the type of work, i.e., trouble call, service request, etc. the Contractor is responsible for sustaining feed back and direct contacts with all customers. To promote good customer relations, the Contractor shall strive to ensure that in each case there is a complete mutual understanding of each work order's description of work, cost estimate, scheduling and access requirements; and that the quality level desired - and that to be delivered - are the same. The Contractor shall keep customers advised of any interference problems or necessary changes in the work, preferably in advance, and shall notify the customer and FOM within 10 days when the work is completed. A joint Contractor/FOM walk-through final inspection of the work is highly desirable in customer visible areas. The Contractor shall work with FOM's in accordance with paragraph 3.2.1(5).

Maintain the WFF Facilities Condition Assessment Program. This program is in an electronic database and shall be maintained up-to-date at all times. The Contractor shall utilize PT&I and PM data; operator, user, and FOM inputs; Construction of Facilities (CoF) and Center Funded Rehab & Mod program data; and specific facility condition inspections in keeping the assessment program current.

**Standard:** Work control center established and operating in accordance with requirements. Work completion recorded in accordance with requirements. PM and PT&I performed in accordance with existing schedule. All work documented and accomplished within time specified in requirements.

### **3.2.2 Computerized Maintenance Management System (CMMS) (Category 2)**

**Introduction:** The existing WFF Computerized Maintenance Management System (CMMS) is manufactured by MAXIMO and consists of a set of computer software modules and equipment databases containing facility data with the capability to process the data for facilities maintenance management functions.

**Requirement:** The Contractor shall operate the GFE computer maintenance management system (CMMS) to provide work management/cost reports, manage the preventive maintenance program, record condition assessment data, accumulate necessary data and prepare Headquarters and WFF Metrics, enter and track trouble calls and other work such as repairs service request etc., and other on going reports. All maintenance data entered in the CMMS is Government property and must be turned over to the Contracting Officer within five calendar days after contract completion.

**Standard:** Project data entered in the CMMS per the requirement, and reports provided as requested. The Contractor shall comply with the NPG 8831.2, *NASA Facilities Maintenance Management Guide*.

## **3.3 Electric**

### **3.3.1 High Voltage 12,470 – 7200 Volts**

**Introduction:** Six CONECTIV Power Delivery aerial distribution power lines provide electricity to WFF. The operating voltage delivered by the electric utility is 12,470 – 7200 volts 3 phase 4-wire system. Five aerial distribution power lines provide electricity for the

Main Base. One aerial distribution power line provides electricity for the Mainland and Island. The electrical distribution system at WFF is an aerial and underground system. The aerial section of the system at the Main Base consists of 2 electric utility poles and 1 steel structure. The aerial section of the system at the Mainland and Island consists of 2 electric utility poles. The remaining electric distribution system at both locations is an underground system either encased in raceways or is direct buried. The 15KV electrical distribution system is defined to include, but is not limited to: 15KV power VAC circuit breakers (to 1200 amps), protective relays, manually operated pad mounted switches (oil, air and SF6 gas type), pad mounted transformers, 15KV voltage regulators (to 12MVA), capacitors, 15KV single conductor cable, splices, terminations, lightning arresters, potential and current transformers, fuses and associated hardware.

**Requirement:** The Contractor shall:

a. Comply with the Two Person Safety Rule. In the following situations the Contractor shall provide at least two (2) persons to work together – one (1) person, trained to recognize electrical hazards, shall be delegated to watch the movements of the other(s) doing the work so that the other(s) can be warned if they get dangerously close to live conductors or perform other unsafe acts and so that they can be assisted by that person in the case of an accident:

Work on energized overhead lines, bus and switchgear.

Work in energized substations.

Work at remote or isolated locations.

Work at night or during inclement weather conditions.

Work involving handling energized conductors or apparatus.

Confined space entry.

Provide for the operation, maintenance and repair (24 hours per day, 7 days per week) of the WFF 15KV electrical distribution system.

Operate and maintain the electrical systems and their associated components as defined herein and as recommended by the manufacturer. Contractor personnel working with and around high voltage distribution systems shall be trained, experienced and certified to work with them. The workmanship for new construction and renovation shall meet, as a minimum, the requirements as specified by the National Electrical Code (NEC) and applicable IEEE standards. The Contractor shall schedule and obtain approval from the CO for electrical power outages.

The overall quality of any repair, including materials, shall comply with the applicable SPECSINTACT and it's referenced codes and standards. Work shall be comparable to the original construction quality for the system or unit and shall be made in such a manner as to assure a safe and reliable electrical system.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

**Modification 47**  
**December, 2002**

### 3.3.2 High Voltage 2400 – 1300 Volts

**Introduction:** The 2400--1300 volt distribution system is a 3 phase 4 wire underground (concrete encased raceways and direct buried) electrical distribution system that provides electricity to the airfield lighting system and 9 other sites located on the Main Base. The 2.4KV electrical distribution system is defined to include, but is not limited to: manually operated pad mounted switches (air type), pad mounted transformers, 5KV single conductor cable, splices, terminations, grounding, lightning arresters, constant current regulators, fuses, relays, control circuits and associated hardware.

**Requirement:** The Contractor shall:

Comply with the following Two-Person Safety Rule. In the following situations the Contractor shall provide at least two (2) persons to work together – one (1) person, trained to recognize electrical hazards, shall be delegated to watch the movements of the other(s) doing the work so that the other(s) can be warned if they get dangerously close to live conductors or perform other unsafe acts and so that they can be assisted by that person in the case of an accident:

- Work on energized overhead lines, bus and switchgear.
- Work in energized substations.
- Work at remote or isolated locations.
- Work at night or during inclement weather conditions.
- Work involving handling energized conductors or apparatus.
- Confined space entry.

Provide for the operation, maintenance and repair (24 hours per day, 7 days per week) of the WFF 2.4KV electrical distribution system.

Operate and maintain the electrical systems and their associated components as defined herein and as recommended by the manufacturer. Contractor personnel working with and around high voltage distribution systems shall be trained, experienced and certified to work with them. The workmanship for new construction and renovation shall meet, as a minimum, the requirements as specified by the National Electrical Code (NEC) and applicable IEEE standards. The Contractor shall schedule and obtain approval from the CO for electrical power outages.

The overall quality of any repair, including materials, shall comply with the applicable SPECSINTACT and it's referenced codes and standards. Work shall be comparable to the original construction quality for the system or unit and shall be made in such a manner as to assure a safe and reliable electrical system.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

**Modification 47**  
**December, 2002**

### **3.3.3 Service Entrance Systems to 600 Volts**

**Introduction:** These systems provide a current path for service entrance between the facility transformer secondary bushings or subfeed from another source/facility and the facility main disconnecting means. Service entrance systems are defined to include, but not limited to: air or sandwiched busduct, busway, cablebus, multiplex conductor assemblies, conduit/wire systems, busbar (straight lengths, elbows, tee's, tap boxes, etc.) tap boxes, power takeoffs, plugs, multi-conductor cable, housings, insulation, hangers and associated hardware.

**Requirement:** The Contractor shall:

Provide for the operation, maintenance and repair of the service entrance systems located at WFF.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.4 Main Disconnecting Means To 600 Volts**

**Introduction:** The main disconnecting means is a device, group of devices, or other means by which the conductors of a circuit can be disconnected from their source of power. The main disconnecting means is comprised of 240/120, 208/120 and 480/277 volt systems. The main disconnecting means is defined to include, but not limited to: Switchboards (indoor and outdoor type), metal clad switchgear, motor control centers, load centers, meters, meter enclosures and wiring, molded case circuit breakers, fuses, receptacles, distribution panels and their components for voltage transformation, grounding components, conduit/wire systems, protective relays and associated hardware.

**Requirement:** The Contractor shall:

Provide operations, maintenance and repair of all main disconnecting means located at WFF.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.5 Secondary Distribution Equipment to 600 Volts**

**Introduction:** The secondary distribution electrical equipment at WFF is comprised of 240/120, 208/120 and 480/277 volt distribution, protection and switching equipment. Secondary distribution equipment is defined to include, but not limited to: Switching, interruption, control, metering, protective and regulating devices, together with their supporting structures, conductors, electrical interconnections and accessories, grounding,

bus, bus supports, heaters, protective devices, enclosures, busbars and terminal connections, disconnects, fuses, contactors, motor overload relays, pilot and miscellaneous control devices, interlocks and associated hardware. Examples of these systems are switchboards, metal clad switchgear, motor control centers, load centers, meter panels or centers, molded case circuit breakers, distribution panels, metering, control circuits, circuit switching and system protection in the secondary electrical distribution system other than service entrance equipment.

**Requirement:** The Contractor shall:

Provide for the operation, maintenance and repair of all secondary electrical distribution equipment located at WFF.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.6 Emergency Power Backup Systems**

**Introduction:** These are systems which serve as an emergency source for supplying electrical power loads in the event of a service interruption or loss of electrical power. Emergency power backup systems are defined to include, but not limited to: Storage batteries, stationary and mobile electric generator sets, uninterruptible power systems (UPS) (energy storage batteries, rectifiers, inverters and associated controls), transfer switching devices, relay synchronizing, protective and auxiliary devices, alarms, control devices and systems, conductors, wiring components, grounds and associated hardware.

**Requirement:** The Contractor shall:

Provide for the operation, maintenance and repair of all emergency power backup systems located at WFF to insure that emergency backup power is available and operational upon failure or outage of the normal source.

Maintain all fixed-mounted UPS systems. The Contractor shall inspect each UPS system every 90 calendar days. The inspection shall include battery fluid level, leaks, cracks, and deterioration, test for specific gravity and voltage output as well as system current and voltage harmonic content, harmonic content of the ground and neutral currents, noise levels, static switch operation, switch closing time, battery bank current, and voltage output. The Contractor shall test all items under a simulated emergency. All defective batteries shall be replaced. The Contractor shall retain all inspection and test reports and enter the data, in a format approved by the CO, into the CMMS within one (1) calendar day after the test so that the CO can retrieve the information easily and promptly.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (latest edition), NASA Goddard Space Flight Center Electrical Safety Policy Manual and industry standards.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.7 Lightning Protection Systems**

**Introduction:** These systems comprise the lightning protection systems for all buildings and structures including electrical substations, towers, masts and antennas. Lightning protection systems are defined to include, but not limited to: Arresters, air terminals, shielding systems, overhead static wires, ground wires, ground rods, grids, plates and associated hardware.

**Requirement:** The Contractor shall:

Provide for the inspection, maintenance and repair of all WFF lightning protection systems semi-annually.

Comply with National Electric Code, and ANSI/IEEE requirements.

Facilities that use or store explosives shall be inspected and tested IAW NASA Safety Standard 1740.12, Safety Standard for Explosives, Propellants and Pyrotechnics

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.8 Obstruction and Warning Lighting Systems**

**Introduction:** These systems comprise the aircraft and watercraft warning lighting system on towers, antennas, masts and bridges located at WFF. Obstruction and warning lighting systems are defined to include, but not limited to lamps, reflectors, globes, ballasts, timers, controls, fixture mounting systems, conduits, wiring and associated hardware.

**Requirement:** The Contractor shall:

Provide for the operation, maintenance and repair of all WFF obstruction and warning lighting systems.

Comply with National Electric Code, and FAA requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.9 Airfield Lighting System. 2400 – 1300 Volts**

**Introduction:** The airfield lighting system provides lighting for aircraft operations. The airfield lighting system is defined to include, but not limited to: Taxiway lighting, runway lighting, REIL lighting (runway end identification lights), PAPI lighting (precision approach path indicator), runway identification signs, vehicle warning crossing lights, recessed runway and taxiway lighting, rotating beacon, tetrahedron, 5KV single conductor cable, metal transformer vaults and covers, transformers, lighting fixture mounts, splices, connectors, constant current regulators, arresters, switches, control systems and wiring, relays and associated hardware.

**Requirement:** The Contractor shall:

Provide for the operation, maintenance and repair of the airfield lighting system.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (February 1997) and NASA Goddard Space Flight Center Electrical Safety Policy Manual, FAA requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.10 Exterior Lighting Systems to 600 Volts**

**Introduction:** The exterior lighting systems provide lighting for: Roadways, parking areas, aircraft hangers, building entrances/exits, safety, and security located at Wallops Flight Facility. Exterior lighting systems is defined to include, but not limited to: lamps, reflectors, lens, fixture mounting assemblies, ballasts, poles (concrete and wood), conductors, conduit, control devices (photocells and timing devices), circuit breakers, fuses, switches, contactors and associated hardware.

**Requirement:** The Contractor shall:

Provide for the operation, maintenance and repair of all WFF exterior lighting systems.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (February 1997) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.11 Interior Lighting Systems to 600 Volts**

**Introduction:** These systems comprise the building or facility interior general area lighting from the panel board to the end user. The interior lighting system is defined to include, but not limited to: fixtures, lamps, ballasts, reflectors, lens, diffusers, fuses, switches, circuit breakers, mounting assemblies, conductors, conduit, controls and associated hardware.

**Requirement:** The Contractor shall:

Provide for the operation, maintenance and repair of all WFF interior lighting systems.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (February 1997) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.3.12 Emergency Lighting Systems to 600 Volts**

**Introduction:** These systems provide life safety lighting including, but not limited to: emergency lighting units, exit lighting, stairwell and egress lighting. Emergency lighting systems must energize automatically upon loss of normal utility power or normal lighting.

Light levels must be maintained to provide enough illumination to allow safe egress from the areas involved. Emergency lighting systems are defined to include, but not limited to: lamps, reflectors, ballasts, lens, diffusers, emergency power supplies, batteries, conduit, wiring and associated hardware.

**Requirement:** The Contractor shall:

Provide the operation, maintenance and repair of all WFF emergency lighting systems/fixtures.

Comply with the National Electric Code, NASA Goddard Safety and Health Program Plan (February 1997) and NASA Goddard Space Flight Center Electrical Safety Policy Manual.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.4 Electronic Control Systems**

#### **Fire Detection System**

**Introduction:** The alarm systems for fire detection are located at various facilities throughout Wallops Flight Facility (WFF). Fire detection systems are defined to include, but are not limited to: fire protection system central alarm receiver, interface devices, fire alarm control panels, initiating devices, audible alarm devices, visual alarm devices, signaling circuitry, cable, auxiliary relays and devices, annunciator panels and associated hardware.

**Requirement:** The Contractor shall:

Provide 24 hours per day, 7 days per week operation, with maintenance and repair of fire detection systems during normal working hours. The Contractor shall respond to after hour trouble calls as required by the National Fire Protection Association Code (NFPA).

Comply with all applicable NFPA, National Electric Code and NASA Safety Standard for Fire Protection (NSS 1740.11)

**Standard:** Work performed on time in accordance with requirements and quality standards.

#### **3.4.2 Fire Protection Systems.**

**Introduction:** The facility water, halon, carbon dioxide and FM-200 fire protection systems are located in various facilities throughout WFF. Fire protection systems include, but are not limited to: piping, valves, sprinkler heads, booster pumps, wet pipe sprinkler systems, dry pipe sprinkler systems, air compressors, deluge systems, flow switches, tamper switches, pipe hangers and supports, fire hydrants, diesel and electric fire pumps and associated hardware.



**Requirement:** The Contractor shall:

Provide 24 hours per day, 7 days per week operation, with maintenance and repair of fire protection systems during normal working hours. The Contractor shall respond to after hour trouble calls as required by the NFPA Code.

Comply with all applicable NFPA, National Electric Code and NASA Safety Standard for Fire Protection (NSS 1740.11)

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.4.3 Security Systems**

**Introduction:** The alarm systems for security are located in various facilities through out WFF. Systems include, but are not limited to: power supplies, secure access switches, motion detectors, balance magnetic switches, capacitance detectors, vibration detectors, control panels, raceways, wiring and associated hardware.

**Requirement:** The Contractor shall:

Provide 24 hours per day, 7 days per week operation, with maintenance and repair of security systems during normal working hours. The Contractor shall respond to after hour trouble calls as required by the NASA Security Handbook (1620.3).

Comply with all applicable National Electric Code and NASA Security Handbook (1620.3) requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.4.4 Energy Management and Control System (EMCS) (Category 2)**

**Introduction:** The energy management and control system (EMCS) is a distributed network of stand alone controls, which interface with two control consoles for monitoring and operator adjustment. The system is used to control and monitor a wide variety of equipment and processes. The EMCS central consoles serve as the central control point for real time monitoring, operation and management of facility systems and utilities throughout WFF. The EMCS is Johnson Controls Inc. METASYS, 9.01 version. The EMCS is connected to and controls building HVAC systems and monitors potable wells, sewage lift stations and electrical power. The system is defined to include, but not limited to: Network control modules, modem racks, RS485 racks, DX-9100 controllers, XT-9100 controllers, unitary controllers, air handling unit controllers, variable air volume controllers, DS-8500 controllers, electric power monitors, circuit integrators, radar frequency controllers, keyboards, monitors, printers, tape/disk drives, power protection devices, software, instrumentation, signal cables/wiring, telecommunications links, and associated equipment.

**Requirement:** The Contractor shall:

Provide 24 hours per day, 7 days per week operation, with maintenance and repair of the EMCS during normal working hours. The Contractor shall respond to after hour trouble calls in accordance with Section 1.1.2 (Work Reception and Control). The Contractor shall provide the necessary support for factory upgrading of software and the addition of monitoring/control points in new facilities or systems throughout WFF. The Contractor shall provide staffing for the operation of all consoles, perform database management, backup to protect the software, real time management and notification of site utility outages/activities.

Comply with NPG 8831.2, NASA Facilities Maintenance Management Guide.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.5 Mechanical**

#### **3.5.1 Heating, Ventilation, & Air Conditioning, and Refrigeration**

**Introduction:** Heating, ventilation, & air conditioning (HVAC) and refrigeration systems include various types of equipment ranging from small water coolers to a 600-TON chill water loop system. The Contractor shall maintain all exhaust fans, which include but are not limited to those fans monitored by GSFC Industrial Hygienist. The inventory consists of more than 1200 serviceable air conditioning and refrigeration units and components that include but are not limited to: Air handling units, package a/c units, heat pumps, window a/c units, cold food bars, ice machines, refrigerators, chillers, pumps, dehumidifiers, humidifiers, motors, electronic air cleaners, freezers, control panels, cooling towers, exhaust fans and air-compressors.

**Requirement:** The Contractor shall:

Maintain, service and repair all commercial and domestic air conditioning systems, units, and associated components relative to providing exhaust, climate control and/or refrigeration.

Comply with all Federal requirements in maintaining, servicing, repairing and disposing of equipment containing CFC and HCFC (ozone depleting substances) refrigerants.

Comply with equipment manufacturer specifications, National Building/Electrical/Plumbing Codes, Federal, NASA and local regulations.

**Standard:** Work performed on time in accordance with requirements and quality standards.

#### **3.5.2 Mobile Cranes & Rigging**

**Introduction:** Mobile Cranes include but are not limited to hydraulic rough terrain and truck cranes up to 65 ton capacity and conventional track crawler cranes up to 100 ton capacity.

**Requirement:** The Contractor shall:

Perform specialized rigging and load lifting in support of O&M requirements and customer/tenant requirements.

Also perform routine inspection, testing, maintenance, repairs and general preventive maintenance procedures on mobile and rigging equipment during normal working hours and on 24-hour call-in basis.

Comply with the NASA Safety Standard for Lifting Devices and Equipment, NSS/GO-1740.9 and all applicable OSHA, ANSI and PCSA requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.5.3 Fixed Cranes**

**Introduction:** Fixed cranes include all overhead bridge, monorail, and chain hoists permanently installed in a fixed location.

**Requirement:** The Contractor shall:

Perform specialized rigging and load lifting in support of O&M requirements and customer/tenant requirements.

Perform routine inspection, testing, maintenance, repairs and general preventive maintenance procedures on all WFF fixed cranes during normal working hours and on 24 hour call-in basis.

Comply with the NASA Safety Standard for Lifting Devices and Equipment, NSS/GO-1740.9 and all applicable OSHA standards.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.5.4 Elevators**

**Introduction:** This section includes all personnel and service elevators located at WFF.

**Requirement:** The Contractor shall:

Maintain, service, perform P/M and inspect all elevators at WFF.

Comply with the NASA Safety Standard for Lifting Devices and Equipment, NSS/GO-1740.9, manufacturers' recommendations, OSHA and NASA safety standards.

**Standard:** Work performed on time in accordance with requirements and quality standards.

**Modification 47**

**December, 2002**

### **3.5.5 Heavy Equipment**

**Introduction:** The Contractor shall provide operations and maintenance of specialized heavy equipment including but not limited to: Backhoes, front end loaders, excavators, bulldozers, motor graders, runway sweepers, vibratory compactors, dump trucks with snow plow and spreader capabilities and other various construction type equipment.

**Requirement:** The Contractor shall:

Operate WFF specialized heavy equipment. The Contractor shall provide general equipment maintenance and repairs. This requirement may occur during normal working hours, on 24 hour call in basis, and at on-site and off-site projects.

All equipment shall be maintained and inspected in conformance with all applicable industry and manufacturer standards and recommendations. Equipment shall be operated using the utmost safety precautions. Unscheduled response time shall be in accordance with trouble call requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.5.6 Welding**

**Introduction:** Welding activities include but are not limited to welding of carbon steel, aluminum and stainless steel. Work is performed in the field and in the shop area.

**Requirement:** The Contractor shall:

Provide welding services as required for the operation and maintenance of WFF and for tenants/customers.

Comply with all applicable OSHA and ANSI safety standards. The Contractor shall supply welding services up to and including Section IX of the ASME Boiler and Pressure Code.

**Standard:** Work performed on time in accordance with requirements and quality standards.

## **3.6 Other Facility Systems**

### **3.6.1 Structural**

**Introduction:** Other facilities include the interior and exterior of buildings, and miscellaneous facilities components. Components include but are not limited to pavement, sidewalks, towers, concrete pads, parking areas, fencing, and retaining walls.

**Requirement:** The Contractor shall:

Maintain and repair facilities systems and components. Work performed shall ensure safe, reliable, and available facilities and shall comply with the NPG 8831.2, *NASA Facilities Maintenance Management Handbook* and BOCA standards.

**Carpentry:** Carpentry work shall include the internal and external maintenance and repairs of approximately 500 structures and components. This includes, but is not limited to, doors, windows, floors, ceilings, finish trim, hardware, roofs, and exterior finishes.

**Masonry:** Masonry work shall include the interior and exterior repair and maintenance of approximately 500 structures and components and approximately 650,000 sq. yds. of paved surfaces. This includes, but is not limited to, concrete pads, sidewalks, brick structures, foundations, pavement, concrete cutting and runway repair.

**Painting/Finishing/Coating:** Painting work shall include, but is not limited to, the interior and exterior of approximately 500 structures and components, and 15 towers. Work includes preparation of surfaces, application of a wide variety of coatings and finishes, and fabrication of signage. Coatings shall be applied to walls, floors, ceilings, trim, roofs, building exteriors, runway and parking surfaces.

**Cabinetmaking:** The cabinetmaker shall fabricate a wide variety of custom cabinets and building components. These shall include, but not limited to, desks, countertops and cabinets, frames, plaques, bookends, and custom built jogs and cases.

**Sheetmetal:** The sheetmetal mechanic shall fabricate and modify sheetmetal components. This work is in support of all trades and includes but is not limited to ductwork flashings, trims, ventilation assemblies, and structural components.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.6.2 Mechanical Operated Doors**

**Introduction:** There are 4 sets of Aircraft Hanger Doors and 175 mechanically operated overhead doors located at WFF.

**Requirement:** The contractor shall maintain, service, perform PM, and repair or replace damaged equipment or components on all mechanical operated doors. The PM and service shall be performed on a regular basis as determined by the manufacturer's requirements.

**Standard:** Work performed on time and in accordance with requirements and quality standards.

### **3.6.3 Air Compressors (non-HVAC type)**

**Introduction:** There are specialized air compressors and dryer systems used at WFF to provide, but not limited to, regular shop air, paint spraying air, pneumatic controls, hydraulic controls, etc.

**Requirement:** The contractor shall provide PM procedures, maintenance and repairs and replacement of units or components as needed to maintain compressor and dryer systems in working order.

**Standard:** Work shall be performed to meet all ANSI and NASA standards for air compressor systems and shall meet quality standards.

### **3.6.4 Seawall Maintenance and Repair (IDIQ)**

**Introduction:** Wallops Island has approximately 4 miles of armor stone seawall.

**Requirement:** The contractor shall use heavy equipment as needed to maintain and repair the seawall and seawall access roads.

**Standard:** Work shall be performed on time and in accordance with requirements and quality standards.

### **3.7 Utilities**

#### **3.7.1 Central Steam Plant**

**Introduction:** The central steam plant houses 3 boilers ranging from 500HP to 700HP providing steam to 29 buildings. Equipment to be maintained includes but is not limited to boilers, pumps, valves, steam lines, etc. Historically, the after hours trouble desk and EMCS monitoring terminal has been located in the Central Heating Plant.

**Requirement:** The Contractor shall:

- a. Operate the central steam plant on a 24 hour per day, 7 days per week schedule for approximately 215 days per year from early fall to late spring.

Furnish all labor, supervision, tools, materials, transportation, and management necessary for the operation, monitoring, preventive maintenance, trouble calls, repair and overhaul of the Central Steam Plant (Building D-8) equipment, associated steam distribution and condensate return systems.

Comply with all codes and regulations prescribed by the Navy Facilities Engineering Command, Atlantic Division, in NAVFAC-MO-205, Central Heating and Steam Electric Generating Plants, Volumes I through 5; and NAVFAC-MO-322, Inspection for Maintenance of Public Works and Public Utilities, Volume I shall apply.

Comply with the WFF Boiler Plant O&M Manual.

Monitor the fuel oil storage tanks daily for leaks, spills or repairs.

**Standard:** Work performed on time in accordance with requirements and quality standards.

#### **3.7.2 Stand Alone Heating Plants**

**Introduction:** Stand alone heating plants consist of small stand alone boilers and hot air furnaces. These include but are not limited to hot air furnaces, boilers, pumps and associated piping, fuel tank alarm systems, and burners.

**Modification 47  
December, 2002**

**Requirement:** The Contractor shall:

Continuously inspect, monitor, maintain, operate, and repair the 48 boilers and hot air furnaces located in various buildings at WFF.

Comply with the manufacturer's recommendations, O&M manuals, P/M programs and procedures, and current predictive testing technology.

Monitor the fuel oil storage tanks daily for leaks, spills or repairs.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.7.3 Water Plants**

**Introduction:** Two water plants supply potable water for WFF. The water plants include but are not limited to pumps, high rise tanks, potable water, fire pumps, chlorine, flow meters and charts, testing, and state certification.

**Requirement:** The Contractor shall:

Operate and maintain the water plants 24 hours per day, 7 days per week, 365(366) days per year.

Operate the water plants in accordance with the current Virginia Dept. of Health permits for the Main base, Mainland and Island and comply with all local, state and federal regulatory requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.7.4 Wastewater Treatment Plants**

**Introduction:** There are two wastewater plants. The wastewater treatment plant at the WFF Main Base also serves the Island by way of an interconnecting forced main. The Contractor shall also operate and maintain the wastewater treatment plant at the Chincoteague Coast Guard Station, Chincoteague Island, Virginia. The wastewater plants are defined to include but are not limited to pumps, lift stations, bi-filter, digester, grit remover, cummunators, primary clarifier, flow meters and charts.

**Requirement:** The Contractor shall:

Operate and maintain the wastewater treatment plants and collection system 24 hours per day, 7 days per week, 365(366) days per year.

Operate and maintain the wastewater treatment plants in accordance with the State approved O&M manual, the current VPDES permit, and comply with all local, state, and federal regulatory requirements.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.7.5 Ground Water Remediation**

**Introduction:** The ground water remediation system at WFF is defined to include but is not limited to pumps, tanks, piping, filters, clarifiers and chemical treatment equipment.

**Requirement:** The Contractor shall:

Operate, maintain, perform compliance sampling and daily monitoring of all groundwater remediation systems, assuring replenishment of consumable supplies, such as chemicals and filters.

Comply with the Corrective Action Plan submitted to the state of Va. by NASA.

Comply with federal, state, and local environmental laws, regulations, directives, and rules pertaining to ground water remediation.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.7.6 Aviation Fuel Farm**

**Introduction:** The aviation fuel farm supplies fuel for all Wallops Aircraft. The Contractor shall be responsible for monitoring and performing all maintenance and repairs at WFF. The aviation fuel farm consists of pumps, valves, piping and other associated components.

**Requirement:** The Contractor shall:

- a. Perform maintenance (including preventative maintenance) and repairs on all fuel farm equipment.
- b. Perform preventative maintenance and necessary repairs to fuel farm components.
- c. Comply with NASA, Federal, State, and local environmental laws, regulations, directives, and rules pertaining to aviation fuel farms.

**Standard:** The activities will be conducted in accordance with approved work instructions and in conjunction with the Fuel Farm Manager. All services will be performed in accordance with paragraph 420 of the GSFC-WFF Airport Operations Manual. Tasks performed in accordance with time frames, quality standards and requirements specified, and documentation prepared as required.

### **3.7.7 RESERVED**

### **3.7.8 Backflow Prevention**

**Introduction:** There are 99 sites where backflow preventors are located at WFF.

**Requirement:** The Contractor shall:

Perform maintenance and testing on all backflow preventors at WFF in accordance with the PM program.



Comply with federal, Virginia Dept of Health, and local environmental laws, regulations, directives, and rules pertaining to backflow prevention.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.7.9 Fire Protection Systems**

**Introduction:** There are 3 – 10k gpm pumps on the Mainbase and 1 - 750 gpm on Wallops Island.

**Requirement:** The contractor shall:

Perform maintenance and testing of all fire pumps in accordance with the established PM (Preventative Maintenance) program.

Comply with Federal, Commonwealth of Virginia Dept. of Health, and local environmental laws, regulations, directives, and rules pertaining to fire pumps.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.8 Change of Occupancy Services (IDIQ)**

**Introduction:** Change of occupancy of Navy family housing units includes but is not limited to all maintenance, repair/replacement and other work as required to make a vacant family housing unit ready for the next resident. Work may include replacement of floor coverings.

**Requirement:** The Contractor shall:

Provide change of occupancy services beginning at 8:00 a.m. on the first Contractor workday following the final termination inspection by the Government. Change of occupancy services shall include interior painting, plumbing, HVAC, electrical, carpentry and making necessary repairs/replacements. The Contractor shall also repair or replace damaged, inoperative, or missing interior accessories including but not limited to paper holders, door bells, soap trays, smoke detectors, door stops, light fixtures, globes and mini-blinds.

Comply with the NPG 8831.2, *NASA Facilities Maintenance Management Guide*, and BOCA standards. All work shall be completed within five (5) Contractor working days after the change of occupancy period begins.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.9 Pest/Nuisance Vegetation Management and Animal Control**

#### **3.9.1 Pest Management (IDIQ)**

**Introduction:** Control of pests and nuisance vegetation at WFF includes but is not limited to control of weeds on sidewalks, runways and paved surfaces and pests (insect type) in or around the interior and exterior of facilities.

**Requirement:** The Contractor shall:

Provide an integrated pest and vegetation control plan to control pests and nuisance vegetation at WFF, and shall implement approved plan.

All pesticides (herbicides, insecticides, etc.) used by the Contractor shall be registered with the EPA. No pesticides are to be applied without the prior approval of the Navy Pest Management Coordinator (Navy areas) or the CO (NASA areas). All pesticide usage shall be in strict conformance with label directions. The Contractor shall maintain a label book of pesticides used and have it readily available for the CO's inspection at all times.

Comply with all applicable Federal, State and NASA safety standards for the application, storage and disposal of pesticides and herbicides.

**Standard:** Work performed on time in accordance with requirements and quality standards.

### **3.9.2 Animal Control (IDIQ)**

**Introduction:** Animal control, in this section of the SOW, defines non-insects such as deer, snakes, birds, raccoons, skunks, cats, dogs, and any and all other rodents or animals.

**Requirement:** The Contractor shall:

Be responsible for the general control of the "natural inhabitants of the WFF" and other unleashed animals when they become injured, entrapped, or become a nuisance or hazard to WFF employees and visitors.

Coordinate with local animal authorities in the capture and removal of animals and report to the Government of all actions taken.

**Standard:** All requirements are performed accurately, in a timely manner, and in accordance with all references, directives, and SOPs.

### **3.10 Salvageable Materials and Debris**

**Introduction:** Excess salvageable equipment and material includes but is not limited to obsolete or damaged equipment and materials which have salvageable value as determined by the Government.

**Requirement:** The Contractor shall:

Dispose of all excess salvageable equipment and material in accordance with GSFC Handbook 4300.6. The Contractor shall procure a permit from the local Accomack County Landfill to discard debris related to work at WFF.

Comply with all applicable NASA, Federal, State, and local waste disposal laws and regulations.

**Standard:** Work performed on time in accordance with requirements and quality standards.

## **15.0      LOGISTICS**

### **15.1      General Information**

**Introduction:** The Contractor shall provide logistics support to WFF including on-site and off-site Government and contract tenant organizations. Additionally, the Contractor shall supply reimbursable services to other NASA centers and other U. S. Government agencies when approved by the Contracting Officer. In addition to NASA logistics operation, the Contractor shall provide logistics support to the Navy at WFF.

The Contractor shall provide logistics support services to GSFC/WFF and Navy programs and projects. These services include store stock warehouse operations, transportation, equipment management, procurement, repair parts management and hazardous material management. The Contractor shall initially utilize the Standard Operating Procedures (SOP) provided by the Government for Logistics. The Contractor shall be responsible for developing their own SOP's for this area in accordance with section H.4.

### **15.2      Supply Support Operations      (AMMS – CAT 2) (SNAP, SALTS – CAT1)**

**Introduction:** The Contractor shall perform the supply support services at WFF that provide support to a wide range of authorized customers. NASA and the Navy utilize separate supply systems at WFF. Customers pay for ordered material through the use of funded requisitions. The following functions are required to be accomplished: receiving, processing and reporting the status of requisitions, backorder management, managing inventories and commodities, including a number of specialized functions; research and cataloging; and procuring, storing material, issuing material, and financial management and accounting. The systems shall be operated in accordance with all applicable government regulations, policy documents, procedure issuances and formal instructions governing NASA, GSFC, and Navy supply management operations.

For NASA, the WFF Store Stock Inventory shall be managed by the Logistics Management Division's (LMD) Goddard Logistics Service Contract (GLSC) at Greenbelt using the Advanced Material Management System (AMMS). The primary source of material support for WFF customers and for the WICC's internal support requirements is the WFF Stores Stock Inventory using the AMMS. The following supply operations will be performed by the GLSC at Greenbelt: purchasing, JIT commodities, inventory management, commodity control, carrier accounts, operation of AMMS, stock replenishment, shelf-life management, and new items establishment, and retention/excess reviews.

The WICC Contractor shall use the AMMS and be responsible for the following WFF Store Stock supply functions for NASA: Warehouse operation, processing of customer issues and returns, processing of receipts, physical inventories and item excessing (joint responsibility with GLSC), customer service, coordinating of new stockage requests, and delivery of material. In addition the Contractor shall be responsible for purchasing institutional support material not available through the GSFC supply system at Greenbelt or WFF (i.e. emergency requirements, blanket purchase agreements, etc.). The WICC contractor shall not establish any additional inventories without specific written direction and approval.

For Navy procedures, the customer inputs a request for material or services in the SNAP system or by another approved form. The Contractor shall review the request for appropriate documentation, and approved by the Navy for filling. The Contractor screens sources of supply and transmits approved requisitions through SALTS or forwards open purchase requisitions to the Navy purchasing official. For open purchase items, the Contractor locates sources and processes paperwork. The Contractor shall monitor outstanding requisitions and procurements, processes invoices, tracks statistics, processes receipts, and track shipments.

#### **15.2.1 Requisition Processing**

**Introduction:** No NASA requisitions are processed at WFF. They are processed by the GLSC. However, the Contractor will be required to fill and track requisitions filled at WFF. This does not include requisitions made by the Navy. Navy requisition processing shall be accomplished utilizing Navy supplied systems. These systems currently include Micro-Snap and SALTS. In the future Micro-Snap shall be replaced by R-Supply.

##### **Requirement:**

The Contractor shall operate the Navy SALTS system. The Contractor shall process all Navy incoming messages and outgoing information, routing it to appropriate personnel. The Contractor shall screen all customer-submitted requests for accuracy in accordance with NAVSUP P-485, screen all requisitions for appropriate sources in accordance with NAVSUP P485, and monitor financial status.

The Contractor shall fill and track requisitions filled at WFF.

**Standard:** All traffic must be processed in a timely manner and accurately routed to appropriate personnel.

#### **15.2.1.1 Requisition Priorities and Mission Support**

##### **Requirement:**

The Contractor shall provide a plan to the contracting officer outlining procedures for conducting business for mission critical operations outside of normal duty periods. This plan shall include a list containing points of contact and alternates to the contracting officer. This list shall be updated upon any changes. Issues shall be made in accordance with approved plan.

The Contractor shall process emergency requisitions, expedite requisitions, or upgrade priorities to meet requirements. Navy requisitions shall be processed using the Navy supply system in accordance with instructions provided in NAVSUP P-485 and the SNAP Desktop Users Guide.

**Standard:** Provide required emergency service in a timely manner.

**Modification 47  
December, 2002**

#### **15.2.1.2 Backorder Management**

**Requirement:** For Navy, the Contractor shall develop, implement, and maintain a process for managing backordered material. The backorder system shall include but not be limited to the following capabilities: backorder establishment, status reporting and providing estimated delivery dates to the customer, expediting, follow-up, and verify the validity of the open requirement with the customer. For requisitions, the process for managing backordered material shall be in accordance with the NAVSUP P-485.

**Standard:** Backorder management conducted in accordance with Contractor provided work instructions and NAVSUP P-485.

#### **15.3 Inventory Management**

**Introduction:** The Contractor shall be required to perform inventory management of bulk commodities and office supplies designated by the Navy. This includes establishing and maintaining inventory records with identification data, on-hand quantity data, records of all due-ins and due outs, stock levels and reorder points, demand history, location information, customer and information, sources of supply, cross references, specialized controls required, and other data as necessary to manage the items. The Contractor provided inventory management system shall also be required to process the financial and accounting and management data to operate a customer funded requisitioning system.

**Requirement:** The Contractor shall:

Provide pertinent inventory information by creating automated inventory system open for customer review. The information shall be available within 1 workday of request with 99% accuracy of data. The Contractor shall add, delete, reviews, and adjust stock levels to meet requirements and increase efficiency and cost effectiveness.

The contractor shall assist the GSLC in matters relating to inventory management. This assistance includes but is not limited to providing input on issues relating to the AMMS and providing information necessary for completion of the Analysis of Inventories Report, NASA Form 1489.

**Standard:** Inventory management to be accomplished in accordance with policy, regulation, and budgetary guidance provided. Information will be provided in a timely manner.

##### **15.3.1 Physical Inventories**

**Introduction:** Physical inventories are necessary to comply with NASA and Navy regulations, ensure the inventory records accurately reflect on hand quantities, and to ensure the integrity of the inventory records. Physical inventories shall be of two types, sample and complete. Complete inventories shall be conducted utilizing complete lot or cycle count method.

**Modification 47  
December, 2002**

**Requirement:** The Contractor shall:

Conduct physical inventories of materials in accordance with NPG 4100.1, NAVSUPINST 4440.185, work instructions, and policy provided by the LMD and Navy.

Submit an annual inventory plan for government approval to the contracting officer.

**Standard:** All inventories must be conducted in accordance with Contractor provided schedule. Inventories must meet accuracy requirements listed in NPG 4100.1 and NAVSUPINST 4440.185.

### **15.3.2 Shelf-Life Management**

**Requirement:** The Contractor shall:

As a part of the annual inventory plan for the Navy include a separate shelf-life management plan. The plan shall address monitoring of material for serviceability upon use, shipment time, and stockage requirements at remote sites.

Implement the Contractor provided shelf-life management plan to ensure no material is lost due to expired shelf life.

**Standard:** All shelf life items issued will have acceptable expiration dates.

### **15.4 Hazardous Material Management (HSMS, HMIS – CAT 1)**

**Introduction:** NASA requires the Contractor to store HAZMAT in a single government provided storage facility. Inventory requirements are covered in Physical Inventory and Vendor and Government Owned Compressed Gas Cylinders and Containers.

The Navy maintains two primary HAZMAT storage areas, with various satellite lockers. HAZMAT management is accomplished using the HSMS and HMIS provided systems. Requisition processing and physical inventories are covered in previous sections. Authorized users will be designated through a screening process, and issues will be made only to authorized users. Used HAZMAT will be turned over to the Contractor under the environmental section. Complete compliance with federal, state, local, NASA, and Navy regulations in the management of all HAZMAT is required.

**Requirement:** The Contractor shall:

Provide life cycle management of hazardous materials, from submission of requirements to ordering, storage, issue, turn-in of excess, and process for disposal in accordance with OPNAV Instructions 5100.19C and 5100.23D.

Submit orders for, receive, issue, store, and transfer HAZMAT. Ensure adequate quantities of HAZMAT are available at all times without creating excess requiring disposal.

Database management - Maintain the database for Navy provided automated HAZMAT management systems. The Contractor shall ensure the database accurately reflects all data required for the accurate management of HAZMAT, as reviewed by the HAZMAT coordinator.

Maintain a database of MSDS's - Ensure all required MSDS's are maintained in the proper facilities as required by OPNAV Instructions 5100.19C and 5100.23D. The Contractor shall ensure all MSDS stations have all required MSDS's as inspected periodically by the HAZMAT coordinator.

Limitations - Respond to HAZMAT spills in accordance with the emergency response section.

Meet the requirements under the shelf life section.

**Standard:** Provide HAZMAT in a timely manner with proper documentation. All HAZMAT items issued will have acceptable expiration dates.

### **15.5 Vendor-owned Containers and Government-owned Compressed Gas Cylinders and Containers**

**Requirement:** The Contractor shall:

Track vendor-owned cylinders from the time of receipt to the time of return to the vendor. The Contractor shall track Government-owned cylinders from the time of receipt to the time of deletion from inventory.

Ensure that all leased and owned cylinders are periodically tested for safety in accordance with Code of Federal Regulations (CFR) 49 178.35.

Conduct a physical inventory of all cylinders in accordance with NPG 4100.1

**Standard:** Container inventories and test conducted in accordance with established time frames. Documentation available on container location.

### **15.6 Research and Cataloging**

**Introduction:** The Contractor shall be required to provide primary research and cataloging capability for the Navy at WFF.

Identify, establish and maintain, in accordance with Department of Defense (DOD), and federal regulations, Military or Federal Specifications and Standards, catalog data, including: sources of supply for all items requisitioned and all items for which the Contractor is requested to provide research and cataloging support; interchangeability, substitutability, and next higher or lower assembly and those items which qualify as controlled property.

Screen to determine whether or not an item of supply or equipment has been assigned a National Stock Number (NSN), and assigning local stock numbers (LSNs) as required.

Provide to authorized customers technical and cataloging support.

**Requirement:** The Contractor shall

Identify, establish, and maintain sources of supply for all items requisitioned or items for which research and cataloging support is requested.

Screen via General Services Administration (GSA) or the Defense Logistics Services Center (DLSC) to determine assignment of National Stock Numbers (NSN).

Provide customers technical and cataloging support.

Maintain a reference library for WICC use of catalogs, manuals, Military and Federal Specifications and Standards, and DLSC publications.

**Standard:** Work shall be performed in accordance with DOD, federal regulations, and Military or Federal Specifications and Standards. Provide support in a timely manner.

## **15.7 Purchasing and Acquisition**

**Introduction:** The Contractor shall be required to establish and maintain a purchasing system to support procurement of materials and services not obtained via the Navy supply systems or NASA's AMMS. This system must be capable of incorporating general and special provisions, including but not limited to: requisitions requiring prior customer approval, vendor estimated delivery dates, competitive bids, quality assurance requirements, such as special soldering clauses, warranty negotiations, expediting, blanket purchase orders, vendor ratings, quantity price breaks, shipments directly to the customer, and high dollar subcontracts for both common and unique items. For multiple purchases that meet the criteria for stockage through NASA's Stores Stock System (NPG 4100.1D) a stockage request form, GSFC Form 20-19, will be completed and submitted to the GLSC Supply Support Branch for potential inclusion in the WFF Stores Stock Inventory.

**Requirement:** The Contractor shall:

Screen open purchase requests for accuracy and documentation. The Contractor shall provide sources of supply and maintain various documents, logs, and files. (Navy)

Make maximum use of government (e.g. DOD, GSA) supply sources when material is available from those sources, except when doing so shall prevent meeting specified priorities or delivery deadlines, or when non-government sources provide material of equal or better quality at equivalent prices. (Navy)

Establish and maintain a purchasing system to support procurement of materials and services needed to perform tasks under this contract which are unavailable through AMMS. (NASA)

Ensure all open purchase requests are properly filled out and submitted to the government buyer in accordance with the FAR, DFAR, and NAVSUP regulations.

Maintain open purchase logs, documents, and files.

Locate sources of supply for open purchase requests and provide these to the government buyer for purchase.

**Standard:** Provide emergency purchases in a timely manner. File documents accurately and in a timely manner. Ensure accurate purchase requests and sources of supply are provided to the government buyer in a timely manner.



#### **15.7.1      Developing Procurements and Validating Requirements**

**Requirement:** For NASA, the Contractor shall develop procurement packages to support specific commercial procurements. Validate requirements with requisition originator, and ensure the development and submission of special technical justifications.

**Standard:** Provide accurate and timely development of purchase orders.

#### **15.7.2      Validation and Award of Purchase Orders, Blanket Purchase Orders, and Subcontracts**

**Requirement:** For NASA, the Contractor shall develop and implement a comprehensive set of procedures covering all phases of the purchasing process and shall ensure integrity, efficiency and protection of the government's resources in all purchasing actions. The Government shall approve procedures. Required reviews of certain types of purchases or subcontracts by the Contracting Officer or other Government representative shall be accommodated.

**Standard:** Procedures covering the purchase process shall be in accordance with NASA regulations and provided in a timely manner.

#### **15.7.3      Competitive Bidding and Price Negotiation**

**Requirement:** The Contractor shall develop and maintain a system for obtaining competitive bids and price breaks, establishing proper controls of premium charges, and otherwise negotiating the most cost-effective procurements.

**Standard:** Provide procurements in a timely and cost effective manner.

#### **15.7.4      Expediting Follow-up and Status Reporting**

**Requirement:** The Contractor shall develop and implement a plan and procedures for follow-up, expediting and status reporting of purchased materials, repairs, and services to ensure vendor service performance and delivery according to purchase agreements and customer needs.

**Standard:** Provide status and follow-ups in a timely manner.

#### **15.7.5      Intentionally Left Blank**

#### **15.8      Receiving (RITS – CAT 2)**

**Introduction:** All NASA and Navy material is received through a central receiving facility at WFF. Bulk commodities, direct deliveries specified by contracts, and Class 1.1, 1.2, 1.3 explosives will be delivered directly to the ordering organization under escort by a representative from the ordering organization. All non-bulk materials will be processed through central receiving; this process will include x-ray screening.

The Government provided Receipt, Inspection, and Test System (RITS) shall be utilized to process NASA items falling under the scope of ISO 9001. This system provides direction to the initial receipt and inspection and also acts as a means of tracking vendor performance.

### **15.8.1 Receipt of Non-Government Purchased Items**

**Requirement:** The Contractor shall:

Inspect for initial acceptance, the quantity and condition of all property received; ensure that all incoming material being processed for stock, or to satisfy customer demands, is properly documented and correct as to quantity, quality, and identification, and is staged for delivery or warehousing.

All NASA and Navy material shall be x-rayed for security purposes. Material too large for x-ray shall be inspected by Receiving personnel in an effort to identify suspicious material.

For NASA, items shall be processed within 4 workdays of receipt.

Ensure items requiring property tags are tagged before delivery. NASA received items are tagged in accordance with NPG 4200.1 within 4 workdays of receipt. Navy received items are tagged in accordance with local instructions.

Initiate required follow-up with vendors on materials received with discrepancies.

Ensure hazardous materials are properly handled and Material Safety Data Sheets (MSDS) are attached.

**Standard:** All receipts are processed accurately and in a timely manner. Hazardous materials are handled according to work instructions and MSDS.

### **15.8.2 Receipt of Government Procured Items (NEMS – CAT 1) (CHIRPS – CAT 2)**

**Requirement:** The Contractor shall

Receive materials ordered through the government procurement process. For NASA, the receipt process shall include: ensuring all incoming material is properly documented and correct as to quantity, quality, and identification; tag equipment; prepare necessary NASA Equipment Management System load sheets; for receipt of ADP equipment perform data entry into the Computer Hardware Inventory Processing System (CHIRPS); affix NASA Form 1517 to each piece of non-controlled equipment; prepare receiving documentation; obtain Government acceptance; resolve discrepancies; and distribute documentation. For the Navy, the receipt process shall include: ensuring all incoming material is properly documented and correct as to quantity, quality, and identification; tag equipment; prepare receiving documentation; obtain Government acceptance; resolve discrepancies; and distribute documentation.

For NASA, ensure receipt process is accomplished within 4 workdays of delivery to the WFF receiving dock. Tagging shall be accomplished in accordance with NPG 4200.1. Navy receipts shall be accomplished in accordance with NAVSUP P-485.

For NASA, express receipts shall be processed within 8 hours of receipt at the WFF receiving dock.

For NASA, utilize Receipt, Inspection, and Test (RITS) for receipt of all items associated with ISO 9001 related activities in accordance with GPG 4520.2 and work instruction 230-WI-4520.2

**Standard:** Process receipts accurately and in a timely manner.

## **15.9 Warehousing**

**Introduction:** The warehousing function involves a variety of materials, including supply inventories, hazardous materials, and security-sensitive items. Warehousing tasks are performed in support of supply operations which include, but are not limited to: warehousing or stowing of replenishment orders, pulling customers orders from stock, staging material for delivery, and ensuring accurate location records for stored items.

**Requirement:** The Contractor shall:

Revise and maintain a locator system for each assigned warehouse or inventory that accurately reflects the location(s) of equipment or materials stored; ensure most effective use of net warehouse space, including recommending major changes, additions or enhancements for the LMD and Navy approval.

Ensure material and equipment are stored in the proper physical environment to guard against damage or deterioration.

Ensure required material handling equipment is maintained and available.

**Standard:** Store material in accordance with locator system and in a timely manner.

## **15.10 Transportation (ExtraFleet 2000 – CAT 2, DAFIS – CAT 2, GASBOY – CAT 2)**

**Introduction:** Several functions are performed under the scope of Transportation, which include but are not limited to garage operations, dispatch operations, shuttle bus service, room set-ups, and material delivery.

### **15.10.1 Garage Operations**

**Introduction:** A complete repair and maintenance garage facility will be provided by the Government at WFF to conduct repair and maintenance services for all GSFC and Navy vehicles and equipment and also Contractor vehicles and equipment used in support of the WICC .

#### **15.10.1.1 Preventive Maintenance**

**Requirement:** The Contractor shall:

Provide a preventive maintenance schedule for all NASA and Navy vehicles and equipment for government approval to the contracting officer within 30 days of contract start. The Contractor shall provide supplements to this schedule as changes occur due to additions or deletions of vehicles or equipment.

Ensure vehicles receive oil changes every 5,000 miles or once per year which ever occurs first. Equipment oil changes shall be conducted at manufacturer recommended intervals.

Ensure all preventive maintenance (excluding oil change intervals) is conducted in accordance with manufacturer recommendations.

Ensure all labor and material costs are separated by individual vehicle or equipment license tag number or NASA property number and maintained in the government provided automated vehicle management system, ExtraFleet 2000.

**Standard:** Preventive maintenance activities accomplished in a timely manner, and properly documented.

#### 15.10.1.2 Winterization

**Requirement:** The Contractor shall perform winterizations on all government owned vehicles and equipment prior to November 1 of each year. The Contractor shall maintain all costs associated with winterizations in ExtraFleet 2000.

**Standard:** Work accomplished in a timely manner and properly documented.

#### 15.10.1.3 Repairs

**Introduction:** Work in this area includes but is not limited to repair of engine assemblies (gasoline and diesel), drive trains, fuel systems, suspension systems, emission systems, electrical systems, and brake systems. In addition the Government owns various types of special purpose industrial equipment in addition to general purpose vehicles. This equipment includes but is not limited to farm tractors, trailers, mobile cranes, earth moving equipment, forklifts (gasoline/diesel/electric/propane), auxiliary power generators, air compressors and fire trucks.

**Requirement:** The Contractor shall

Complete repairs within industry standards documented in the Parts and Time Guide, published by Chilton or Motor Manuals and document the actual time and materials entered into the Government provided automated vehicle management system (ExtraFleet 2000).

Arrange for commercial repair services when repair requirements are beyond WFF in-house capability.

Obtain approval from NASA or the Navy for any repairs estimated to exceed \$500.

Provide towing for vehicles within 10 miles of WFF. Towing services exceeding 10 miles or services beyond the Contractor's capability shall be accomplished via commercial means or as specified the LMD.

Track costs associated with maintenance of Government vehicles and equipment (in-house repairs and commercial) via data entry into the Government provided automated vehicle management system (ExtraFleet 2000).

Provide emergency generator repair services during project operations.

**Standard:** Accomplishes maintenance in a timely manner, and properly documented.

#### **15.10.1.4 Automotive Stockroom**

**Introduction:** Items stocked in the automotive stock room generally are comprised of items receiving high frequency of usage such as filters, belts, fuses, etc. High value items such as tires and slow moving inventory are procured as needed.

**Requirement:** The Contractor shall:

Perform an annual inventory in accordance with NPG 4100.1 of the automotive stockroom and report the results and subsequent reconciliation, as well as any inventory adjustments to the LMD.

Ensure all inventory transactions are recorded in the automated vehicle management system Extrafleet 2000.

Perform inventory and report it to the LMD by October 31 of each year.

**Standard:** Provide inventory reports in a timely manner.

#### **15.10.2 Dispatch Operations**

**Introduction:** Dispatch operations at WFF include but are not limited to the scheduling and dispatch of motor pool vehicles; scheduling and dispatch of shuttle bus; dispatch of vehicles, personnel and equipment to perform pick-up and delivery of material. All scheduling and dispatch are accomplished utilizing an automated dispatch system provided by the Government. In addition to scheduling/dispatching this area also monitors fuel deliveries and dispensing and ensures the Gasboy Fuel Dispensing System is operational, and ensures vehicles are fueled and clean.

The Government will provide automated transportation systems at WFF. These systems include, but are not limited to, Gasboy Fleetkey System, the Dispatch/Automated Fleet Information System (DAFIS), and ExtraFleet 2000.

##### **15.10.2.1 Motor Pool Operations**

**Requirement:** The Contractor shall:

Ensure that all operators have a valid driver's permit for the type of vehicle to be operated, and issued for the area in which the employee is principally employed or in which the employee lives in accordance with FPMR 101-38.3.

Ensure all travelers whose destinations exceed 50 miles have valid travel orders and are issued the current U.S. Government credit card for the vehicle they are utilizing.

Refuel and remove trash from all motor pool vehicles upon return from travel. In addition the Contractor shall schedule all motor pool vehicles to be washed on a regular basis.

Inspect each motor pool vehicle monthly for flashlight, flares, and emergency equipment.

Receive vehicle reservation requests from customers, enter request into the DAFIS vehicle reservation system and dispatch as required.

**Standard:** Perform motor pool operations in a timely manner.

#### **15.10.2.2 Scheduled Runs**

**Introduction:** Scheduled runs include daily scheduled deliveries from store stock, central receiving, and other scheduled pick-up and delivery activities within a 50 mile radius of WFF.

**Requirement:** The Contractor shall establish a delivery schedule for pick-up and delivery services. Store stock materials and supplies and small purchase receipts shall be delivered no later than 2 workdays from the time the items are placed on the staging line.

**Standard:** Deliveries are performed in a timely manner.

#### **15.10.2.3 Call-Ins**

**Requirement:** The Contractor shall:

Dispatch appropriate vehicles, personnel, and equipment to perform pick-up and delivery services. These services shall be performed within a 50-mile radius of WFF.

Accomplish routine pick-up and delivery services for WFF within 5 workdays of receipt of service call.

Utilize the government provided automated system (DAFIS) to record these requests

Perform emergency pick-up and delivery services for WFF.

**Standard:** Provide services in a timely manner.

#### **15.10.2.4 Shuttle Bus Operations**

**Introduction:** Shuttle bus services are provided to support WFF customer requirements. These services mainly consist of shuttle service in support of the NASA-8 administrative aircraft, Management Education Center (MEC) programs, the Public Affairs Office (PAO), and the Equal Employment Offices (EEO).

Scheduled shuttle runs consist primarily of daily NASA-8 support; while unscheduled runs are mainly in support of the MEC.

**Requirement:** The Contractor shall:

Provide scheduled shuttle bus support for the NASA-8 administrative aircraft in accordance with the schedule provided by the Aircraft Programs Branch.

Provide unscheduled (non-routine) shuttle bus support as requested.

**Standard:** Provide timely shuttle bus service.

#### 15.10.2.5 Set-Ups

**Requirement:** The Contractor shall coordinate, arrange for, and set-up conference rooms, classrooms, and auditoriums (chairs, tables, exhibits, etc.), in support of meetings, symposia, conferences and assemblies in accordance with customer requirements.

**Standard:** Provide timely set-ups.

#### 15.10.2.5.1 Office Move Coordination

**Introduction:** The Contractor shall arrange for all on and near site office and lab moves. The LMD will advise selection of the prime and backup commercial sources to be used for office moves. Funding to pay the commercial source of the move is provided by the move requestor. Government or Commercial Bills of Lading will be initiated by the GLSC Traffic Management section at WFF to accomplish moves.

**Requirement:** The Contractor shall:

Provide move coordination services for Wallops personnel including, but not limited to, determining move requirements such as size, cost, and timeframe; performing walk-throughs of current and proposed sites; determining any special requirements ( e.g., computer moves, mods and rehabs, or carpeting); coordinating any special packing or special handling requirements; assisting customers in completing necessary paperwork, floor plans, and move schedules; working with other service organizations to coordinate ancillary services to ensure necessary schedules are met.

Assist customers in preparing for moves, including ordering supplies, inspecting material to ensure it is properly packed, secured, and clearly labeled; establishing a move coding system; developing schematics to define where material is to be relocated; ensuring all activities are completed by the move date, and arranging with security for the movers to get on the Facility.

Monitor the move contractor's activities during the move and perform post-move walk-throughs with the customers.

d. Arrange and coordinate for the services of the moving company provided by the LMD.

**Standard:** Ensure customer requirements for office moves are accomplished in a timely and accurate manner, and associated charges are legitimate.

### **15.10.3 Administration**

**Requirement:** The Contractor shall be required to maintain complete files on vehicles and equipment containing such information as: tag numbers, NASA property numbers, receipt and inspection reports, certificate of origin, warranties, maintenance repair orders, accident reports and repair costs. The Contractor shall be expected to fully utilize the Government provided automated transportation systems (ExtraFleet 2000, Gasboy Fleetkey System, DAFIS) to accomplish administrative tasks. Much of the data collected by the Contractor shall be required for use in Motor Vehicle Utilization Reviews (MVUR).

#### **15.10.3.1 Reports**

**Requirement:** Reports shall be provided in accordance with the following schedule:

- |   |                |
|---|----------------|
| - Vehicle Operations and Maintenance Report   | Monthly        |
| - ExtraFleet 2000 reports                     | Monthly        |
| - Congressional Agency Report of Vehicle Data | July 31/yearly |
| - Agency Report of Vehicle Data               | November       |
- 15/yearly

**Standard:** Provide accurate reports in a timely manner.

#### **15.10.3.2 Credit Cards**

**Requirement:** The Contractor shall:

Issue and maintain a U.S. Government credit card for all GSFC-owned vehicles at WFF in accordance with FPMR 101-26.502 and 101-39.8

Enter credit card purchases into ExtraFleet 2000 when billing information is received.

Shall maintain a record of all expired, lost, stolen, or excess vehicle credit cards. All lost or stolen credit cards shall be reported immediately to the LMD.

**Standard:** Provide timely issue, documentation, and notification of credit card activity.

#### **15.10.3.3 License Plates**

**Requirement:** The Contractor shall issue, control, and maintain official U.S. Government license plates for GSFC-owned vehicles at WFF in accordance with FPMR 101-38.202. License tags removed from vehicles no longer in service shall be destroyed and a record maintained. Lost or stolen tags shall be immediately reported to the LMD.

**Standard:** Issue, control, and maintain license plates in a timely and accurate manner.



#### **15.10.3.4 Vehicle Identification and De-Identification**

**Requirement:** The Contractor shall:

Apply a U.S. Government license tag, NASA Equipment Management System (NEMS) tag, and appropriate operating logos to Government vehicles and equipment as directed by the LMD.

Maintain a record of and ensure that all agency identification is completely removed prior to disposal of vehicle/equipment and that the Government license tags and credit card are destroyed.

**Standard:** Provide service and records in a timely and accurate manner.

#### **15.10.3.5 Keys**

**Requirement:** The Contractor shall:

Order, maintain, secure, and issue vehicle/equipment keys.

Order, maintain, secure, encode, and issue Gasboy Fleetkey System keys.

Provide a list of Gasboy encoded keys on request.

**Standard:** Order, encode, issue, and secure keys in a timely and accurate manner.

#### **15.10.3.6 Fuel**

**Requirement:** The Contractor shall:

Monitor all bulk fuel deliveries to report any spills or leaks.

Check the gas tank monitoring system to ensure the inventory is accurate. System shall be checked weekly.

Verify accuracy of the automated gas monitoring system by comparing daily tank stickage to inventory database.

Deliver gasoline and diesel fuel to vehicles/equipment. Deliveries shall be made to locations on Wallops Island according to established schedule or as required; deliveries for project support or emergency operations shall be made as directed.

**Standard:** Accurately report any spills or leaks. Accurately verify the tank monitoring system. Provide accurate and timely tank stickage. Provide timely fuel deliveries in accordance with safety procedures.

**Modification 47  
December, 2002**

### 15.10.3.7 Accident Reports

**Requirement:** The Contractor shall:

Inform the user of accident reporting procedures when issuing Government vehicles.

Collect from the user and provide to the Government the following forms Standard Form 91 (Motor Vehicle Accident Report), Standard Form 94 (Statement of Witness) if applicable, and GSFC Form 23-14A (GSFC Motor Vehicle Accident Report).

**Standard:** Provide accurate and timely accident reports.

### 15.11 Equipment Management Support Services (NPDMS – CAT 1)

**Introduction:** The Contractor shall be required to provide support at WFF to control and manage equipment, to include utilizing government provided computer systems to track and maintain government-owned and leased property, and Contractor-held property. Property custodians shall be provided by the contractor to ensure control of government equipment utilized by both Government and contract personnel in association with this contract. The Contractor shall be involved in all facets of property control, including identifying and tagging equipment and conducting inventories.

For NASA, the Contractor shall be required to interface with the GLSC Contractor on some equipment management functions. The GLSC Contractor shall provide the following support:

- Management of the NASA Property Disposal Management System (NPDMS)
- Material reutilization
- GSA reporting
- Federal/NASA screening process
- Stevenson-Wydler Act
- Conduct Sales
- Processing transfers
- NASA Equipment Management System (NEMS)

The Contractor shall be responsible for the following:

- Customer interface
- Excess pick-up and labeling
- Paperwork coordination
- Warehousing
- Sales assistance
- Inventory scheduling
- NEMS data input

## **15.11.1 Equipment Control**

### **15.11.1.1 Tagging**

**Requirement:** The Contractor shall:

Tag and document controlled, non-controlled, and leased equipment at WFF. Equipment must be tagged within 4 workdays from receipt of source document, telephone call, or actual equipment. Data on source document must match equipment description.

Maintain the required equipment control number registration, account for all tags received for use, and prepare the initial automated equipment account.

Maintain 98% accountability of equipment tags issued to the Contractor by the government.

**Standard:** Accurately tags all equipment in a timely manner. Accurately report equipment tag inventory.

### **15.11.1.2 NASA Equipment Management System (NEMS) and Computer Hardware Inventory and Repair Processing System (CHIRPS)**

**Requirement:** The Contractor shall input the appropriate transactions into NEMS and CHIRPS and prepare all documentation for microfiching.

**Standard:** All inputs into the NEMS and CHIRPS shall be accurately keyed within 4 workdays from receipt of documentation.

### **15.11.1.3 Physical Inventory**

**Requirement:** The Contractor shall:

Schedule, conduct, reconcile, and report triennial inventories of controlled personal property and annual sensitive item inventories at WFF using government supplied optical scanners, microcomputers, and a government approved inventory module.

For NASA, inventories shall be conducted in accordance with NHB 4200.1. The Scanning and Summary Letter shall be completed and forwarded to the Supply and Equipment Management Officer (SEMO) within 30 calendar days from the time the account is opened, and the inventories conducted in accordance with the government approved schedule.

For Navy, all controlled material shall be inventoried annually, on a cycle basis.

**Standard:** Provide accurate inventories in a timely manner.

## **15.11.2**

### **Excess Program**

**Introduction:** The Contractor shall be required to support various aspects of the NASA/GSFC and Navy excess property process at WFF. The Contractor shall be required to perform various duties relating to the daily operation of excess property processing including the following: excess property labeling, excess pick-up, warehousing, physical inventories, disk cleaning and on-site sales assistance (NASA only).

The actual screening process and on-site sale for NASA shall be accomplished via the Goddard Logistics Service Contract and LMD civil service employees at Greenbelt. Navy screening and sales shall be accomplished via the Defense Reutilization and Marketing Office and other DOD organizations.

#### **15.11.2.1 Labeling and Pick up of Excess Property**

**Requirement:** The contractor shall label and pick up excess material for delivery to the excess warehouse.

**Standard:** Labeling and pick up shall be accomplished within 7 days of receipt of NASA Form 1638.

#### **15.11.2.2 Warehousing**

**Requirement:** The Contractor shall:

Receive, inspect, and locate incoming excess equipment, materials and supplies, including equipment containing hazardous material.

Incoming material shall be processed within 3 days of receipt in warehouse area.

The Contractor shall ensure equipment and material is stored in proper physical environment to guard against damage or deterioration in accordance with customer direction, hazardous material regulations, and direction of the LMD.

**Standard:** Process receipts in a timely and accurate manner.

#### **15.11.2.3 Locator System**

**Requirement:** The Contractor shall:

For NASA, establish and maintain a warehouse locator system; file source documents by case number.

Initiate survey actions on lost, damaged or destroyed excess property and materials. Surveys shall be provided within 10 days of discovery

**Standard:** Provide accurate storage of material in a timely manner. Provide timely and accurate reports of survey.

#### **15.11.2.4 Reutilization**

**Requirement:** The Contractor shall:

For NASA, assist in the coordination of redistribution of excess material through pickup, delivery, scheduling, and making arrangements for packing and crating as appropriate.

For NASA, provide escort service to excess material screeners.

**Standard:** Provide timely reutilization assistance.

#### **15.11.2.5 On-site Sales**

**Introduction:** For NASA, actual sales process shall be accomplished via GLSC and the LMD. The Navy does not conduct excess property sales in this location.

**Requirement:** The Contractor shall:

Segregate, lot, tag, and display property for inspection and on-site sale to the public sector.

Schedule material pickup of sold material with the successful bidder.

**Standard:** The Contractor shall provide timely and accurate on-site sales assistance.

#### **15.11.2.6 Excess Property Physical Inventory**

**Requirement:** The Contractor shall:

For NASA, conduct a wall-to-wall inventory of all excess property and material located in the excess warehouse and outside storage lot. Inventory shall be conducted every 2 years or as directed by the LMD.

For NASA, provide a plan and schedule for conducting the inventory to the LMD 30 days prior to inventory start date.

For NASA, review over-aged cases and provide findings to the LMD on a quarterly basis.

**Standard:** Conduct inventories in a timely and accurate manner. Provide inventory plan in a timely manner. Conduct reviews in a timely manner.

#### **15.11.2.7 Disk Cleaning**

**Requirement:** The Contractor shall:

Provide services to ensure the hard drives of all government owned computers are cleared of data and software. If hard drive can not be cleaned the Contractor shall remove and destroy. This action shall be accomplished on all government computer systems prior to disposal via internal redistribution federal transfers, donation, or sale.

Install an operating system (presently a version of Windows) and test the system.

**Standard:** Provide these services in a timely manner.

#### **15.11.2.8 Executive Order 12999**

**Requirement:** The Contractor shall support the LMD in meeting the requirements of Executive Order 12999 by performing the following activities for all government desktop computers donated to educational activities:

- Clearing all data and software from hard drive
- Installing an operating system (presently a version of Windows) as designated by the government
- Testing the system for Year 2000 compliance
- Identifying system configuration information (e.g. type of processor and amount of RAM)

**Standard:** Provide support in a timely and accurate manner.

#### **15.11.3 Inactive/Active Equipment Storage (SIMS – CAT 2)**

**Introduction:** The Contractor will support the LMD in operation of the Active/Inactive Equipment Storage Program at WFF. At WFF on-site storage facilities are available for technical and scientific equipment, traveling exhibits, materials, and other property. The NASA storage facilities at WFF currently are not climate controlled. The contractor will procure commercially-leased warehouse space on behalf of NASA for NASA equipment and material requiring special storage conditions. The Contractor will charge back all costs for the leased space to NASA. Equipment storage includes, but is not limited to, the following activities: initiating and processing storage and storage return requests; receiving material into storage; rewarehousing existing items in storage; transporting storage items between warehouses; initiating and processing storage withdrawal and transfer requests; coordinating withdrawal of material out of storage; processing yearly recertifications; routinely inspecting stored material and the storage facilities; assisting

in facilities inspections and initiating repair orders; conducting inventories; and providing data entry and assistance in maintaining the government-provided databases.

For NASA, the Contractor shall provide physical and tracking data on material in the Active/Inactive Equipment Storage Program by utilizing the government-provided Storage Information Management System (SIMS). Because flight hardware and/or ground support equipment is stored under this program, ISO 9001 requirements and procedures must be followed.

**Requirement:** The Contractor shall:

- a. For NASA, enter data into the SIMS database in accordance with SIMS Standard Operating Procedures.
- b. Warehouse material received for storage. Material shall be stored within 3 days of receipt.

**Modification 47  
December, 2002**

c. Conduct a wall-to-wall inventory of stored material at WFF. The biennial inventory is required by the last week of January on the scheduled year.

**Standard:** Enter data accurately and in a timely manner. Store material accurately and in a timely manner. Conduct inventories accurately and in a timely manner.

**15.12 Administrative Support Services**

**15.12.1 Intentionally Left Blank**

**15.12.2 Systems Analysis**

**Introduction:** Provide support to management in the gathering and analysis of logistical data in order to improve supply processes, predict and avoid logistics problems, and justify recommendations to higher authority. Use references and current industry practices to generate recommendations.

**15.12.2.1 Data Collection**

**Requirement:** The Contractor shall collect data in various supply areas, including procurement, material management, property disposal, food service operations, barracks operations, and HAZMAT operations.

**Standard:** Provide accurate data in a timely manner.

**15.12.2.2 Statistical Analysis**

**Requirement:** The Contractor shall conduct analyses of data in various supply areas and provide recommendations to improve processes and provide increased efficiencies.

**Standard:** Provide recommendations in a timely manner.

**15.12.2.3 Research**

**Requirement:** The Contractor shall be familiar with the latest business practices in Government and the civilian sector. Collect and provide information on supply and logistics systems.

**Standard:** Provide information in a timely manner.

**15.12.3 Meetings**

**Requirement:** The Contractor shall participate in Logistic and Configuration Management meetings in order to gather required data and information in support of command operations and supply/logistic studies.

**Standard:** Attend meetings in a timely manner.

#### **15.12.4 Records Management**

**Introduction:** Records Management at WFF for NASA involves the storing, disposal, and retrieval of retired NASA records for WFF customers.

**Requirement:** The Contractor shall:

Assist customers in the correct preparation of records to be stored at the Wallops Records Holding Facility.

- . Arrange for pick up and delivery of records on site.
- . Issue termination or review notices.
- . Properly dispose of records.
- . Maintain logs and files for all records and records transactions.

**Standard:**

- . Assist customers in a timely and accurate manner.

Pick up or deliver records within 3 days of request.

Issue termination and renewal notices in a timely and accurate manner.

Dispose of records in a timely manner in accordance with regulations.

Maintain accurate logs and files for records and records transactions.

#### **15.12.5 Forms Management**

**Introduction:** Forms Management involves maintaining an inventory of WFF unique forms, and distributing these forms to customers as requested. Forms other than WFF unique forms are drawn from the inventory at Greenbelt or the electronic forms database maintained at Greenbelt. Currently there are approximately 314 WFF unique forms utilized.

**Requirement:** The Contractor shall maintain an inventory of WFF unique forms and distribute as requested.

**Standard:** Maintain inventory and distribute forms in a timely and accurate manner.

#### **15.13 Aviation Fuel Farm**

**Introduction:** The aviation fuel farm supplies fuel for all Wallops Aircraft. The Contractor shall be responsible for monitoring and performing all tasks related to aircraft fueling services and associated maintenance and repairs at WFF. The aviation fuel farm consists of pumps, valves, piping and other associated components.



**Requirement:** The Contractor shall:

- a. Receive and monitor the off-loading of all incoming JP-5, JPTS, and aviations fuel via truck tankers.
- b. Disperse fuel to authorized transit and NASA aircraft.
- c. Off-load excess fuel from authorized aircraft
- d. Monitor and operate the computerized Fuel Management System which monitors fuel levels in all tanks and detects any possible leaks.
- e. Periodically collect and prepare fuel samples for analysis of fuel purity.
- f. Initiate requests to industrial hygiene personnel for the recycling of waste fuels.
- g. Collect billing slips from customers and ensure job order numbers are valid and/or transit aircraft customers have valid billing addresses.
- h. Provide inventory management of fuels in fuel farm.
- i. Conduct the activities in accordance with approved work instructions and in conjunction with the Fuel Farm Manager. All services shall be performed in accordance with paragraph 420 of the GSFC-WFF Airport Operations Manual.
- j. Run leak tests on each tank at least once per week; documented current and historical data shall be available upon request. All leaks will be repaired immediately upon discovery.
- k. Comply with NASA, Federal, State, and local environmental laws, regulations, directives, and rules pertaining to aviation fuel farms.

**Standard:** The activities will be conducted in accordance with approved work instructions and in conjunction with the Fuel Farm Manager. All services will be performed in accordance with paragraph 420 of the GSFC-WFF Airport Operations Manual. Tasks performed in accordance with time frames, quality standards and requirements specified, and documentation prepared as required.

### **H.13      TASK ORDERING PROCEDURE**

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

- (1) A functional description of the work identifying the objectives or results desired from the contemplated task order.
- (2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
- (3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 15 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request. When the Government issues a request for a "task plan" to the Contractor in accordance with this clause, the Contractor shall prepare its estimate of the labor hours, labor categories, and other direct costs required to perform the task order requirements. The Contractor shall use the labor categories and rates listed in Attachment J-6 to calculate the proposed target cost to perform the task order requirements.

The Contractor agrees that only those appropriate labor rates found in the applicable Attachment shall be used to calculate and negotiate the target costs for all task orders issued in accordance with the "Task Ordering Procedure" clause of this contract.

The Government and Contractor agree that the incentive fee percentages and share ratios specified in Clause G.6 Incentive Fee, shall be used to calculate the target, minimum, and maximum incentives fees on all task orders issued in accordance with this clause.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

- (1) Date of the order.
- (2) Contract number and order number.
- (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
- (4) Performance standards, and where appropriate, quality assurance standards.
- (5) Maximum dollar amount authorized (cost and fee). This includes allocation of award fee among award fee periods, if applicable.
- (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
- (7) Delivery/performance schedule including start and end dates.
- (8) Accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 5 calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order that includes a ceiling price may be issued to begin work. Later, the Contracting Officer and the Contractor will negotiate the estimated cost and fee for the task order.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) Task Orders with an estimated dollar value of less than or equal to \$2,500 may be issued by the COTR(s) in an expedited and simplified manner by a work order.

(i) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

All Task Orders shall be assigned a level of difficulty based on the following description and Table 1 below:

Level 1: Tasks of this nature are technically complex and non routine. The non-routine nature of these tasks may increase the technical risk associated with proper functional performance of the final product. Items falling under this category could include complex design drawings, testing, or fabricating buildings. For these TOs, meeting the schedule is as important as controlling costs but technical performance is the most important.

Level 2: Tasks of this nature are moderately complex and may be non-routine. They may involve upgrading drawings, maintenance of buildings or equipment, telecommunications or tasks of low priority or short duration. For these TOs, technical performance based on quality is more important than cost and completion on a specific schedule is not a high value to the Government

Level 3: Tasks of this nature are routine and uncomplicated. They may include routine engineering tasks, maintenance, or day-to-day support functions. The emphasis on this task is on efficient completion of the support functions at a low cost and on time.

Level 4: Tasks are unique in nature. The relative weighting of cost, schedule, and performance is not described by the above-cited levels. The weighting will be identified by mutual agreement in the actual TO development process.

TABLE 1

Task Order	Level	Technical Performance	Cost	Schedule
	1	60%	20%	20%
	2	40%	30%	30%
	3	20%	40%	40%
	4	TBD	20% Min	TBD

(k) The target fee for each TO will be incentive fee and will be established at the time of the task order issuance based on the estimated target costs and fees. The TO target cost will be established using the loaded labor rates contained in J-6 of the contract, any other direct costs associated with the TO, and management allocation calculated on the currently approved rate.

The allocation is designed to provide the contractor with the appropriate guidance during TO performance to balance the relative merits of technical, cost and schedule performance.

(End of Clause)

**Modification 47**  
**December, 2002**

## G.7 AWARD TERM / FEE

### I. Introduction:

A. Term/Effective Period: The contract "core" term/effective period of four (4) years may be extended in one-year "award term" increments, up to an additional six (6) years, based on overall contract performance. These additional "award term" periods will be awarded by the Government based on overall Contractor performance as evaluated in accordance with the Award Term/Fee Plan.

B. Consideration for Award Term: In order to be considered for Award Term, the contractor must successfully perform to the minimum Government standards established in the Statement of Work (SOW). In the transition year, the Government and the contractor will work to jointly create the Surveillance Plan identifying the indicator metrics that will be used to evaluate the SOW performance requirements. The Government shall meet often enough during each contract year to assess contractor performance but not more frequently than monthly. For each six month evaluation period, a cumulative rating and written report will be created by the Government determining that the contractor has met or has not met the minimum standards based on the Surveillance Plan indicator metrics. Starting in the second contract year, to be considered for the award term evaluation, the contractor must first perform in accordance with the terms of the SOW and Surveillance Plan and within a percentage of its annual baseline target cost from Clause B.6 and B.7 validated on the 533 for the year.

C. Award Term Percentages: Prior to being considered for an Award Term, the contractor must be within the percentages below.

Plus 2% for the 2<sup>nd</sup> Award Term Period;  
Plus 1% for the 3<sup>rd</sup> and 4<sup>th</sup> Award Term Periods; and  
Plus 0% for the remaining periods

As described in the Award Term/Fee Plan, the percentage of target baseline cost will have to be met starting with the second, and for all subsequent, annual award term evaluation periods in order for the Contractor to be considered for additional award term periods up to the maximum of the end of the seventh year.

### D. Award Term/Fee Plan:

1. The Award Term/Fee Plan will be issued to the Contractor during the transition period. It will define the contract goals establishing the criteria against which the contractor will be evaluated for overall contract performance. The evaluation of the contract goals will serve as the basis for any award term/fee decisions. The Award Term/Fee Plan may be revised by the Government and presented to the Contractor prior to the commencement of any 6-month evaluation period. A Term/Fee Determination Official (TDO) shall be appointed by the Government and is responsible for the overall award term/fee evaluation and award term/fee decisions.

## 2. AWARD TERM:

a. Award Term Administration: The award term evaluation will be completed on an annual basis. The annual evaluation will be comprised of two successive 6-month "interim" evaluations and be averaged to obtain the "final" annual score. The annual score will be used as the basis for any award term decisions. The first year of the contract will be evaluated on a "transition" basis with the evaluated score not resulting in any award term decision. Award term decisions that affect the period of performance will commence at the end of the second contract year and conclude no later than the end of contract year seven. The contract will become "set", which is defined as "that time the Contractor has either earned all available AT periods, the Contractor was not within the required percentage of annual baseline target cost, or did not meet the appropriate number of minimum standard requirements as defined in the Surveillance Plan, and is therefore, ineligible to earn further award terms."

### Award/Fee Term:

<u>Adjectival Rating</u>	<u>Range of Points</u>	<u>Description</u>
Excellent	(100-91)	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
Very Good	(90-81)	Very effective performance, fully responsive to contract requirements; contract requirements accomplished in a timely, efficient and economical manner for the most part; only minor deficiencies.
Good	(80-71)	Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.
Satisfactory	(70-61)	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
Poor/Unsatisfactory	(less than 61)	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

c. Award Term Decisions: For the evaluation period at the conclusion of contract year two, the Contractor's final annual numerical score must be a "81.0" or above to be awarded an additional contract term. For the remaining annual evaluation periods, the Contractor's final annual numerical score must be at least a "91.0" to be awarded additional contract terms. The Contractor will be notified of award terms in a unilateral modification signed by the Contracting Officer.

d. Automatic Re-competition Decision: If the scores given in Consideration for Award Term/Fee (above) are not achieved in any given year, the contract will become "set" at that point. The contract may become "set" for years 3-7; however, the time between the evaluation period when the term is "set" and the end of the period of performance shall not be less than 24 months. The Contractor cannot be awarded an additional award term in any final year of the contract period. In no event will the contract be extended beyond a 10-year period of performance except as specified in B.10.

### 3.AWARD FEE

a. When the contract term becomes "set" and the Contractor meets the percentage of baseline target cost and the minimum performance standards, the Contractor can earn award fee from a minimum of zero dollars to the maximum stated in B.7 Award Term, in this contract. Beginning 6 months after the date that the Contract Term becomes "set", the Government shall evaluate the Contractor's performance every 6 months to determine the amount of award fee earned by the Contractor during the period based on the Award Term/Fee Plan.

b. The Government will advise the Contractor in writing of the evaluation results. The Accounts Payable Section, Code 157, will make payment based on issuance of a unilateral modification by the Contracting Officer.

c. After 85% of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15% or \$100,000, whichever is less of the total potential award fee.

d. The amount of award fee, which can be awarded in each evaluation period, is limited to the amounts set forth in the Award Term/Fee Plan. Award fee, which is not earned in an evaluation period, cannot be reallocated to future evaluation periods.

e. Provisional award fee payments will not be made under this contract pending the determination of the amount of fee earned for an evaluation period.

f. Reserved.

g. Self-evaluation: The Contractor may submit to the Contracting Officer within ten (10) calendar days after the end of each six-month award term/fee evaluation period, a brief written self-evaluation of its performance for that period. This self-evaluation shall not exceed 15 pages. This self-evaluation will be considered in the Performance Evaluation Board's (PMB's) evaluation of the Contractor's performance during this period.

4. REVIEW PROCESS: The Award Fee terms are subject to the Disputes Clause of this contract. The Contractor hereby expressly waives any right of appeal or judicial review of the award fee decisions except as expressly set forth in this clause. The Contractor may request a review of an annual award term/fee decision. The request shall be submitted in writing to the Contracting Officer within 15 days after notification of the award term/fee decision.

(End of Text)

**Modification 47**  
**December, 2002**



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE	PAGE(S) 1 of 2
2. AMENDMENT/MODIFICATION NO. <b>48</b>		3. EFFECTIVE DATE See Blk 16c		4. REQUISITION/PURCHASE REQ. NO. See Blk 14 As Applicable	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA Goddard Space Flight Center Wallops Flight Facility Wallops Island, VA 23337				7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  The Cube Corporation 45665 Willow Pond Plaza Sterling VA 20164				( )	9A. AMENDMENT OF SOLICITATION NO.
					9b. DATED (SEE ITEM 11)
				X	10A. MODIFICATION OF CONTRACT/ORDER NO: NAS5-01080
					10B. DATED (SEE ITEM 13): 07-26-01
CODE:		FACILITY CODE:			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or a amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required) PC/BNC: BX/GBX**

TOTAL ESTIMATED COST: \$84,078,060.00 TOTAL CONTRACT FUNDING: \$29,789,608.00

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

( )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 42.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Unilateral 52.232-22 Limitation of Funds (APR 1984)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to be issued office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject mater where feasible.)**

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

- The purpose of this modification is to provide incremental funding for the subject contract.

(Continued on page 2)

15A. NAME AND TITLED OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Pamela J. Taylor	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY (Signature of Contracting Officer)	16C. DATE SIGNED 12/16/02

Block 14 DESCRIPTION (Continued)

2. Under Clause B.9 CONTRACT FUNDING (NFS 1852.232-81) revise contract funding as follows:

**BASELINE:**

a. The total amount allotted for payment of cost is revised as follows:

From: \$17,353,978.46                      By: \$774,590.04                      To: \$18,128,568.50

b. The total amount allotted for fee is revised as follows:

From: \$1,010,019.90                      By: \$45,081.96                      To: \$1,055,101.86

**IDIQ:**

a. The total amount allotted for payment of cost is revised as follows:

From: \$9,468,295.03                      By: \$554,297.31                      To: \$10,022,592.34

b. The total amount allotted for fee is revised as follows:

From: \$ 551,084.61                      By: \$32,260.69                      To: \$583,345.30

c. The total amount allotted for payment of cost and fee is as follows:

From: \$28,383,378.00                      By: \$1,406,230.00                      To: \$29,789,608.00

Total amount of funds obligated per this modification is \$1,406,230.00.

The period of performance covered by the allotted funding is 09/01/01 through approximately 02/19/2003.

3. ACCOUNTING AND APPROPRIATION DATA

**OBLIGATE**

Incremental Funding

**Baseline:**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
200-01014A(1C)	204-771-50-00-23	803/40110-03	A585	22-2550	20,000.00	2
200-01014B(1C)					295,000.00	3
200-01014E (1C)					61,672.00	6
200-01014F(1C)					200,000.00	10
200-01014G(1C)					20,000.00	12
200-01014H(1C)					60,000.00	14
200-01014I(1C)					125,000.00	15
200-01014J(1C)					30,000.00	16

**Baseline: (Con't)**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
200-01015A(1C)	204-771-50-02-23	803/40110-03	A585	22-2550	3,000.00	3
200-01015C(1C)					5,000.00	6

**IDIQ:**

<u>PCN</u>	<u>JON</u>	<u>APP</u>	<u>BLI</u>	<u>OC</u>	<u>AMOUNT</u>	<u>SOW &amp; TO</u>
200-01014A(1C)	204-771-50-00-23	803/40110-03	A585	22-2550	35,750.00	02-02-2003
					29,250.00	02-03-2003
200-01014C(1C)					40,000.00	04-03-2003
200-01014D(1C)					20,000.00	05-01-2003
200-01014E(1C)					8,328.00	06-02-2003
200-01014H(1C)					10,000.00	14-02-2003
200-01014I(1C)					1,000.00	15-01-2003
					22,000.00	15-02-2003
					8,000.00	15-03-2003
					1,000.00	15-07-2003
					3,000.00	15-08-2003
228-01743A(1C)	228-9260-2-40-06	802/40112-02		22-2550	50,360.00	02-09-2003
228-01743B(1C)	228-9260-2-40-02	802/40112-02		22-2550	36,778.00	02-16-2003
228-01785I(1C)	204-771-50-06-22	803/40110-03	A200	22-2550	15,000.00	05-07-2003
228-01785J(1C)	204-771-50-17-22	803/40110-03	A200	22-2550	110,240.00	10-05-2003
200-01015B(1C)	204-771-50-02-23	803/40110-03	A585	22-2550	2,000.00	05-01-2003
228-01741A(1C)	228-9260-2-40-05	802/40112-02		22-2550	112,000.00	02-12-2003
228-01741B(1C)	228-9260-2-40-03	802/40112-02		22-2550	38,720.00	02-13-2003
228-01740B(1C)	228-4868-1-37-01	801/30112-01		22-2550	23,000.00	04-21-2003
228-01740C(1C)	228-4960-2-39-01	802/40112-02		22-2550	12,132.00	02-27A-2002
200-01013A(1C)	204-771-50-18-23	803/40110-03	A585	22-2550	8,000.00	02-04-2003

4. No other changes to the subject contract are made by issuance of this modification.